General Ledger Advanced Processes

Student Guide

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Introduction to Advanced General Ledger

Chapter 1

Introduction to Advanced General Ledger

Section Objectives

At the end of this section, you should be able to:

- Set up a new fund
- Create and maintain a new flexfield segment value
- Add cross validation rules for flexfields
- Set up funds control with roll-up groups and summary templates
- Enter and monitor budgets
- Define and maintain security rules
- Define and maintain shorthand aliases

Set-Up Overview

Flexfield Value Sets

Fund
BY
BPAC
Organization
Object Class
SGL Account
Future 1
Future 2
Future 3
1. Future 4

→ Set up of New Flexfield Values → Enter Transactions

Oracle Federal Financial Set Up

Treasury Accounts
Federal Account Symbols
Budget Account Codes

→ Set up Appropriation Parameters

Appropriation Parameters

Budget Execution

FACTS / OMB Year-End Closing

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Oracle Public Sector Set Up: General Ledger

Define Accounting Flexfields

Defining Cross Validation Rules → Relational Edits

Option to Define Security Rules
Option to Define Shorthand Aliases → Optional Validations

Defining Calendars/Set of Books

Defining Summary Accounts
Defining Roll-up Groups → Set Up Funds Control

Defining Transaction Codes

Set Up of a New Fund Established by Treasury

Chapter 2

Set Up of a New Fund Established by Treasury

Section Objectives

At the end of this section, you should be able to:

- Define Treasury Account codes
- Define Federal Account Symbols
- Define Budget Account Codes
- Define Appropriation Parameters

Treasury Account Codes Setup

Definition

The Define Treasury Account Codes window is used to enter treasury account code information and create rollup groups required by Federal Agencies' Centralized Trial Balance System Setup (FACTS) and to set up Federal Account Symbols. Treasury account codes are defined in the Treasury Financial Management document.

Note: Treasury Account Codes are found in the U.S. Treasury book called the Treasury Federal Account Symbols and Titles (FAST) book. For a current version of the FAST book go to the U.S. Treasury website at http://fms.treas.gov

Purpose

Treasury account codes are required to run the following:

- FACTS I
- FACTS II
- Year-End Closing process

Treasury account codes are also required to enter data in the Define Federal Account Symbols window.

Defining Treasury Account Codes Procedure

To define treasury account codes, perform the following steps.

1. In Federal Financials, navigate to the Define Treasury Account Codes window as follows:

   Setup → Appropriation → Define Treasury Account Codes

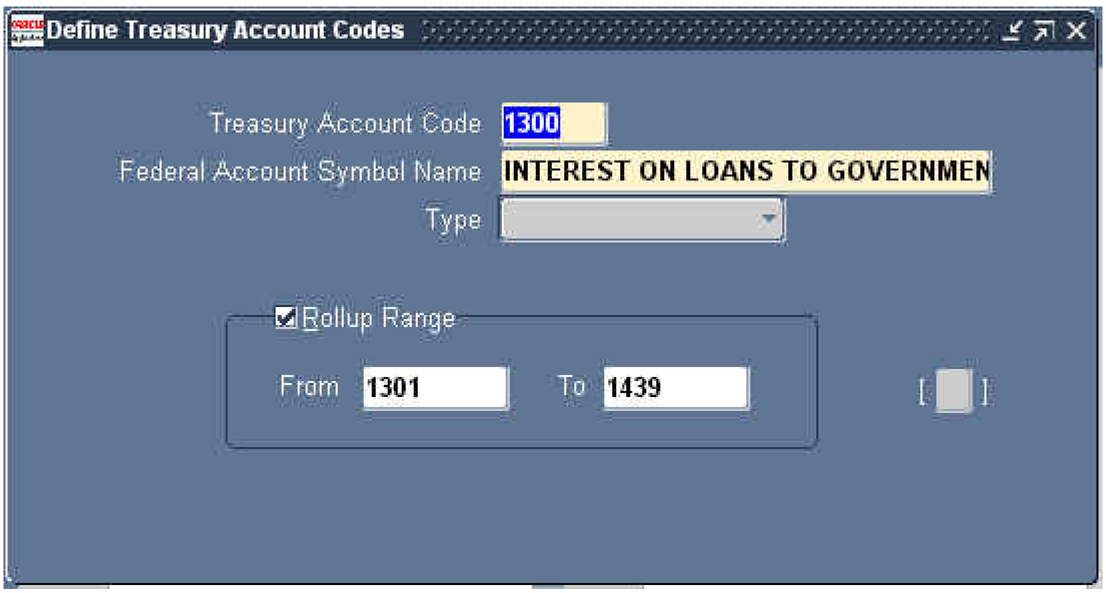
2. Enter data in each field of the window as described in the grid.
3. Save or save and continue as follows:

   File → Save or Save and Proceed

4. Close the window.

Define Treasury Account Codes

Oracle Federal Administrator
N → Setup → Appropriation → Define Treasury Account Codes
Define Treasury Account Codes



1. Using the grid below, enter the Treasury Account Codes information.

DEFINE TREASURY ACCOUNT CODES		
Field Name	**Comments**	**Required?**
Treasury Account Code	Enter the appropriate Treasury Account Code. This information is located in the Treasury Federal Account Symbols & Titles (FAST) Book.	Yes
Federal Account Symbol Name	Enter a Federal Account Symbol Name provided in the Treasury FAST Book.	Yes
Type	Type is specified as Available or Unavailable. This only applies to fund groups in the 5000 series.	Yes
Rollup Range	Check the rollup range check box to enable a rollup range of accounts.	No
From/To	Enter the range of accounts that will rollup to the parent fund group code. Example: Fund Group Code is 2400, rollup ranges could be from 2401 through 2449.	No

2. Save your work.

Define Federal Account Symbols

Definition

A federal account symbol is a group of numbers used to identify the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

The Define Federal Account Symbols window is used to define a federal account symbol and its associated treasury symbols.

A treasury symbol is a group or combination of numbers to identify the agency responsible for the appropriation, period of availability, and fund classification. The treasury symbol is defined in accordance with a prescribed system of account classification and identification as set forth by the Department of Treasury.

Overview

The Define Federal Account Symbols window is used to enter fields such as financing account and cohort segment that are listed in the Federal Agencies' Centralized Trial-Balance System II (FACTS II). In addition, the Define Federal Account Symbols window contains fields that comprise an agency's treasury symbol, which is built dynamically from fields entered in this window. When building the treasury symbol, fields that are optional, such as department transfer, treasury appropriation fund symbol (TAFS) sub-account, or TAFS split code, and which do not have a value entered, are not recorded as part of the treasury symbol, as shown below.

Dept Code	Acct. Code	Dept Transfer	Time Frame	Years Available	Est. FY	Expira-tion	TAFS Sub-acct	TAFS Split Code	Treasury Symbol
69	2345	15	single	1	1999	1999			69-15-99-2345
69	2345	15	multi-year	3	1999	2001			69-15-9901-2345
69	2345	15	no-year		1999				69-15-X-2345
69	2345		single	1	1999	1999			69-99-2345
69	2345		multi-year	2	1999	2000	921		69-9900-2345-921
69	2345	10	multi-year	5	1999	2003	921	023	69-9903-2345-921-022
69	2345		no-year		1999				69-X-2345

Defining Federal Account Symbols Procedure

To define budget account codes, perform the following steps:

1. In Federal Financials, navigate to the Federal Account Symbols window as follows:

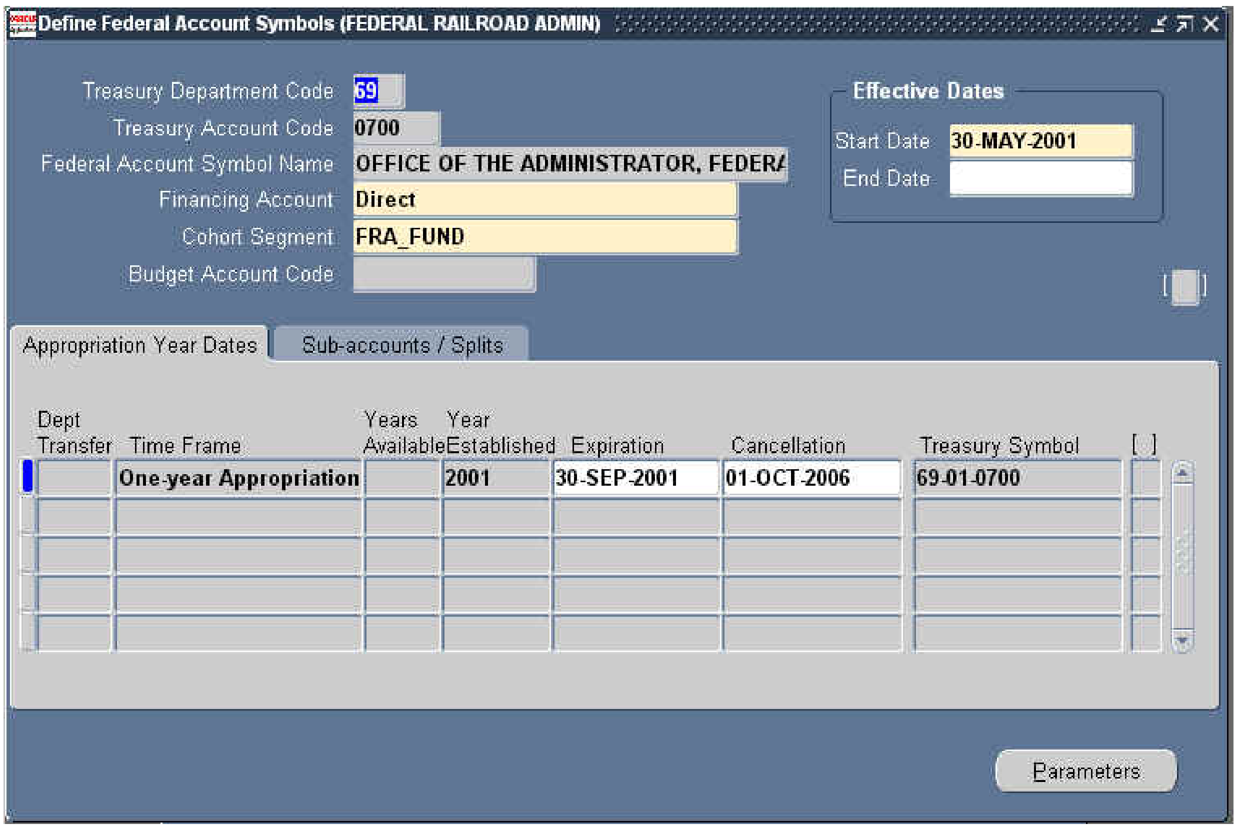
   Setup → Appropriation → Define Federal Account Symbols

2. Enter data in each field of the Define Federal Account Symbols window as described in the grid.
3. Save or save and continue as follows:

   File → Save or Save and Proceed
4. Close the window.

Define Federal Account Symbols

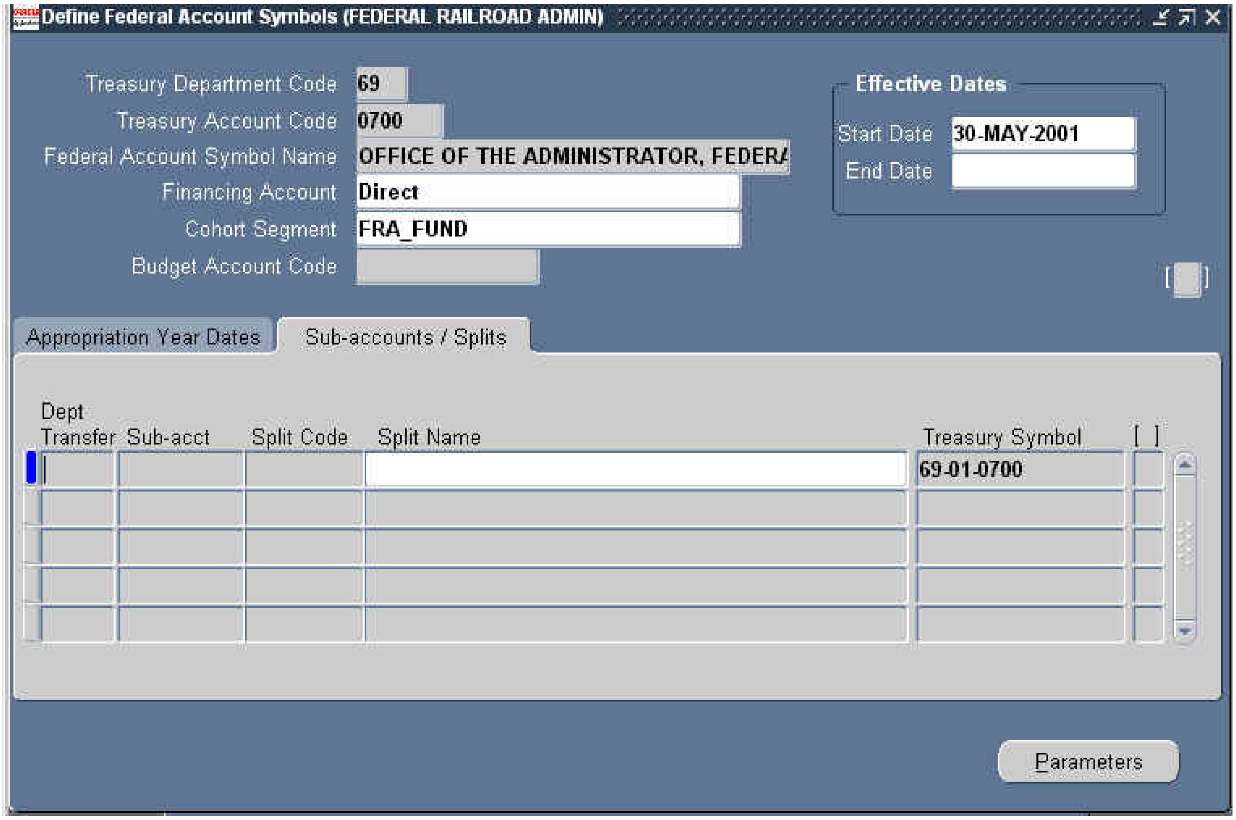
Oracle Federal Administrator
N → Setup → Appropriation → Define Federal Account Symbols
Define Federal Account Symbols



1. Enter the Federal Account Symbols information using the grid below.

DEFINE FEDERAL ACCOUNT SYMBOLS		
Field Name	**Comments**	**Required?**
Treasury Department Code	Enter the Treasury Department Code assigned by Department of Treasury.	Yes
Treasury Account Code	Enter the appropriate Treasury Account Code. This is the account code or fund group assigned by Department of Treasury; values defined in Define Fund Groups window.	Yes
Federal Account Symbol Name	Defaults in when you enter the Treasury Account Code.	Display Only
Financing	Available selections from the List of Values are	Yes

Account	Direct, Guaranteed, or Non-financing for the Financing Account. Values for this field represent federal account symbols for receipt accounts.	
Cohort Segment	This field is required only if the financing account is direct or guaranteed. This is the accounting flexfield segment that lists cohort year.	Yes
Budget Account Code	Defaults in when you enter the Treasury Account Code. This is the code that links the appropriate budget account to the treasury symbol.	Display Only
Effective Dates Area		
Start Date	Enter the Start Date to indicate when the federal account symbol was established.	Yes
End Date	Enter the End Date only to disable this Federal Account Symbol.	No
Appropriation Year Dates Tab		
Dept Transfer	Enter a department transfer number only if appropriate. This is the Department of Treasury agency code receiving funds through an allocation transfer.	No
Time Frame	Enter the appropriate time frame of this appropriation or select a date from the List of Values.	Yes
Years Available	Enter the years available for multi-year treasury symbols. If the appropriation is for one-year, no-year, or revolving leave this field blank.	No
Year Established	Enter the year the appropriation was established.	Yes
Expiration	Optionally, enter an expiration date. **Note:** If the time frame is one-year or multi-year, the expiration date is required and calculated, but can be changed.	No
Cancellation	Optionally, enter a cancellation date. **Note:** If the time frame is one-year or multi-year, the cancellation date is required and calculated, but can be changed. The date must be within five years of the expiration date for one-year and multi-year.	No
Treasury Symbol	This field is populated automatically with the newly defined treasury symbol. For one-year appropriations, fiscal year is the last two digits of the established fiscal year; for multi-year appropriations, fiscal year is the last two digits of the established fiscal year and the last two digits of the calculated expiration date; for no-year or revolving appropriations the value is X.	Display Only



2. Select the Sub-accounts/Splits Tab and using the grid below enter the information.

DEFINE FEDERAL ACCOUNT SYMBOLS		
Field Name	**Comments**	**Required?**
Sub-accounts/Splits Tab		
Dept Transfer	If this is an appropriation, enter a department transfer number.	No
Sub-acct	If applicable, enter the value for the subaccount.	No
Split Code	If applicable, enter a split code.	No
Split name	If applicable, enter the split name.	No
Treasury Symbol	This field is populated automatically with the newly defined treasury symbol.	Display Only

3. Save your work.

Note: To access the Define Appropriation Parameters window, select (B) Parameters..

Define Budget Account Codes

Definition

The budget account is an administrative or functional subdivision of a federal agency. A budget account must have at least one federal account symbol associated with it. The Define Budget Account Codes window defines and updates an agency's budget account code information.

Overview

The Define Budget Account Codes window enables users to associate a federal account symbol with a budget account. The federal account symbol is selected from a list of values. Because a budget account must be associated with a federal account symbol, the federal account symbol must be established before defining the budget account:

- Budget status indicator
- Budget enforcement act (BEA) category
- Borrowing source values
- Function

Defining Budget Account Codes Procedure

To define budget account codes, perform the following steps:

1. In Federal Financials, navigate to the Define Budget Accounts window as follows:

   Setup → Appropriation → Define Budget Accounts

2. Enter data in each field of the Define Budget Accounts window as described in the grid.
3. Save or save and continue as follows:

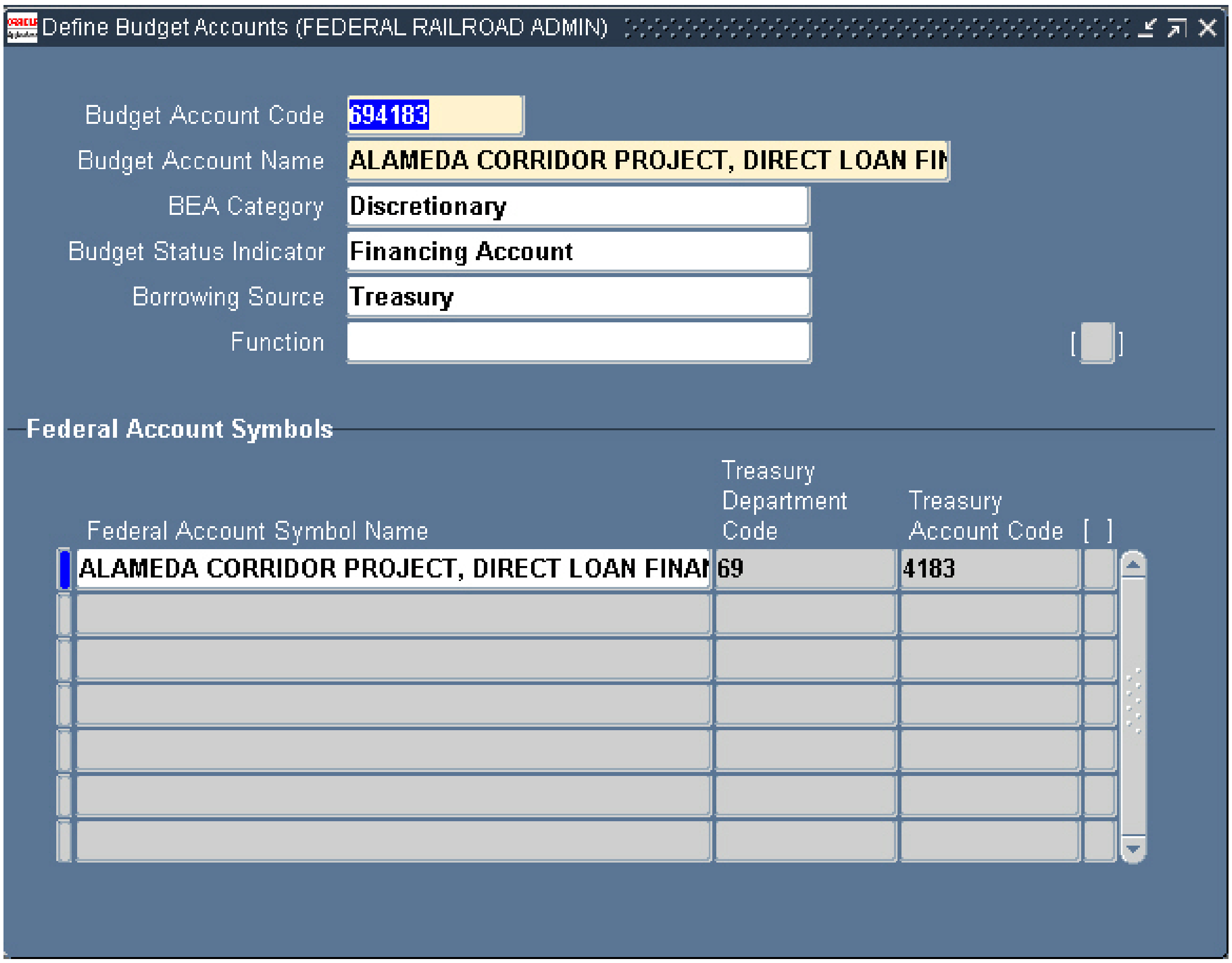
   File → Save or Save and Proceed

4. Close the window.

Define Budget Account Codes

Define Budget Accounts

Oracle Federal Administrator
N → Setup → Appropriation → Define Budget Accounts
Define Budget Accounts



1. In the Define Budget Accounts window, enter the information based on the grid below.

DEFINE BUDGET ACCOUNTS		
Field Name	**Comments**	**Required?**
Budget Account Code	Enter the budget account code. This is the code that links the appropriate budget account to the treasury symbol.	Yes
Budget Account	Enter the budget account name.	Yes

Name		
BEA Category	Select the budget enforcement act (BEA) category of either Discretionary, Mandatory or Emergency Discretionary from the list of values.	Yes
Budget Status Indicator	Select a budget status indicator of either On Budget, Off Budget, Financing Account, or Government Sponsored Enterprise from the list of values.	Yes
Borrowing Source	Select a borrowing source of either Treasury, Public, Both or Federal Financing Bank from the list of values.	No
Function	Select a function of either Defense or Non-Defense.	Yes
Federal Account Symbol Area		
Federal Account Symbol Name	Select a federal account symbol title from the list of values.	Yes
Treasury Department Code	This field populates the federal account symbol department code after the federal account symbol is entered.	Display Only
Treasury Account Code	This field populates the treasury account code after the federal account symbol is entered.	Display Only

2. Save your work.

Define Appropriation Parameters

Definition

Appropriation parameters define additional information associated with the balancing segment of the accounting flexfield. The Define Appropriation Parameters window is used to enter and query information maintained about each treasury symbol and its association with the balancing segment of the accounting flexfield in Oracle U.S. Federal Financials.

Overview

Appropriation parameters are required to process the following:

- Year-end closing definitions and year-end closing
- Funds inquiry
- SF 1081 Voucher and Schedule or Withdrawals and Credits
- Status of Funds Report
- FMS Form 224 Statement of Transactions
- Payment formats
- FACTS I and FACTS II
- Budget execution
- FMS Form 1219/1220

Defining Appropriation Parameters Procedure

To define appropriation parameters, perform the following steps:

1. In Federal Financials, navigate to the Define Appropriation Parameters window as follows:

   Setup → Appropriation → Define Parameters

   The Find Treasury Symbol window appears.

2. In the Treasury Symbol field, select the treasury symbol from the list of values.
3. Select Find.

   The Define Appropriation Parameters window appears.

4. In the Definite/Indefinite field, select a value from the drop-down list.

Note: If a budget execution transaction has been entered for this treasury symbol, the Definite/Indefinite field cannot be updated.

5. In the Bureau ID field, enter the bureau identifier.

6. Optionally, in the Business Line field, enter the business line.

7. Optionally, in the Net Outlay Amount fields, enter the quarterly net outlay dollar amounts as reported on the TFS 66653 - Undisbursed Appropriation Accounting Ledger.

8. Optionally, in the Preclosing Unexpended Amount field, enter the amount.

9. To close requisitions, select the Close Requisition checkbox.

   Note: If requisitions are not closed, the General Ledger will be out of balance.

10. If applicable, select Other Authorizations. The Other Authorizations window appears.

11. Enter data in the Other Authorizations window as described in Table 1.

12. Close the Other Authorizations window.

13. In the Budget Authority field, select the General Ledger Natural account from the list of values.

14. In the Unliquidated Commitments field, select the General Ledger Natural account from the list of values.

15. In the Unliquidated Obligations field, select the General Ledger Natural account from the list of values.

16. In the Expenditures field, select the General Ledger Natural account from the list of values.

17. Select the Other tab.

18. If the fund is in red status, select the Red Status checkbox.

19. If the fund is available for prior year recoveries, select the Prior Year Recoveries checkbox.

20. Save or save and continue as follows:

    File → Save or Save and Proceed

21. Close the window.

    Note: If a budget execution transaction was entered for a treasury symbol, the following fields cannot be updated:

    - Treasury Symbol

- Resource Type
- Definite/Indefinite

Note: If the budget execution transaction was entered for a fund value, the following fields cannot be update:

- Fund Value
- Fund Category

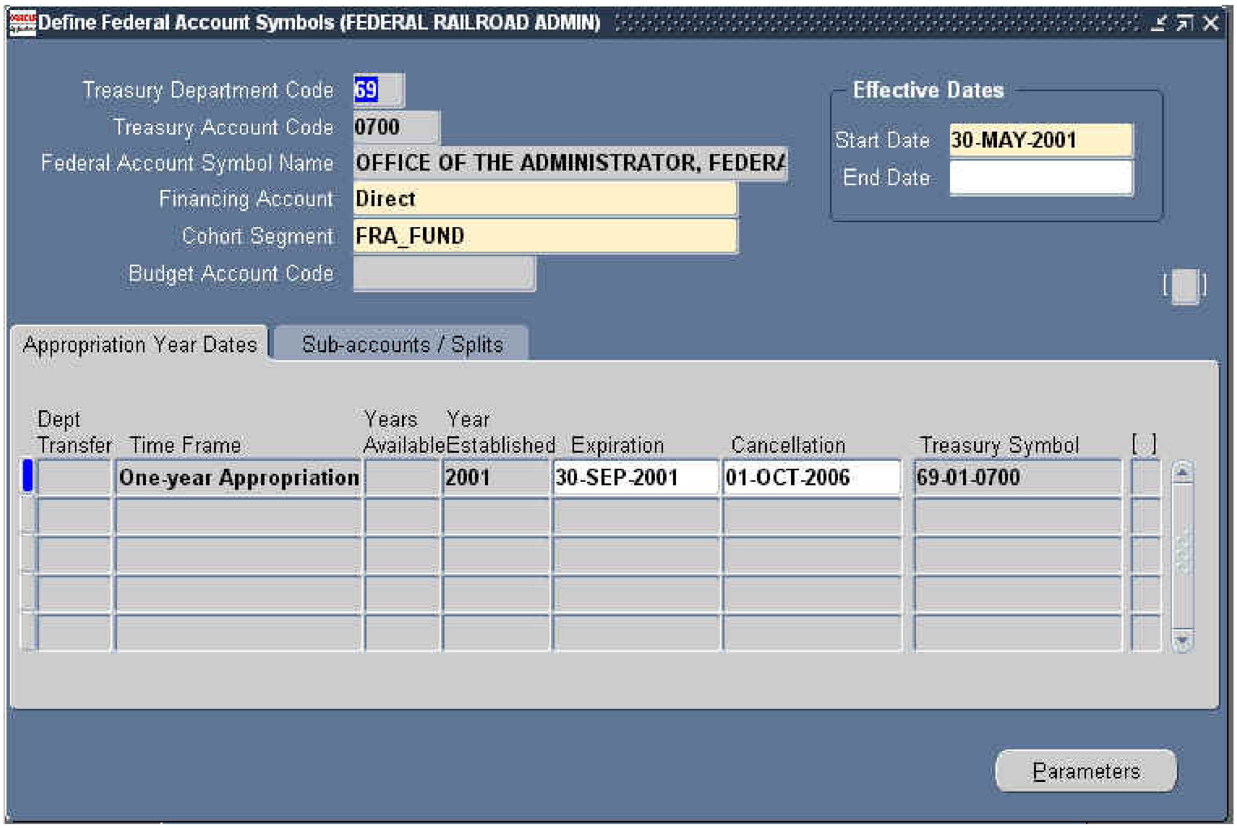
Define Appropriation Parameters

Oracle Federal Administrator
N → Setup → Appropriation → Define Parameters
Find Treasury Symbols

Note: The Define Appropriation Parameters form can also be accessed from the Define Federal Account Symbols window by selecting (B) Parameters and following this navigation instruction.

Define Federal Account Symbols

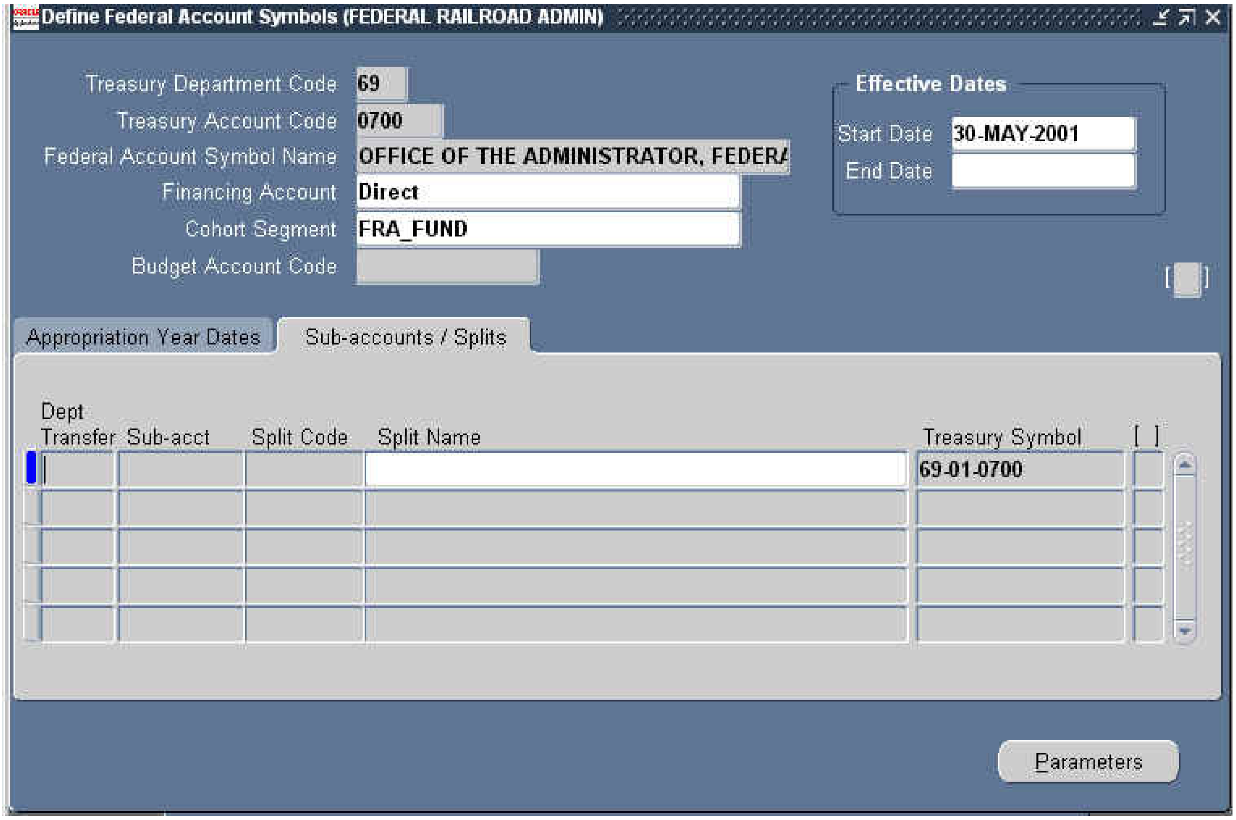
Oracle Federal Administrator
N → Setup → Appropriation → Define Federal Account Symbols
Define Federal Account Symbols



1. Enter the Federal Account Symbols information using the grid below.

DEFINE FEDERAL ACCOUNT SYMBOLS		
Field Name	**Comments**	**Required?**
Treasury Department Code	Enter the Treasury Department Code assigned by Department of Treasury.	Yes
Treasury Account Code	Enter the appropriate Treasury Account Code. This is the account code or fund group assigned by Department of Treasury; values defined in Define Fund Groups window.	Yes
Federal Account Symbol Name	Defaults in when you enter the Treasury Account Code.	Display Only
Financing	Available selections from the List of Values are	Yes

Account	Direct, Guaranteed, or Non-financing for the Financing Account. Values for this field represent federal account symbols for receipt accounts.	
Cohort Segment	This field is required only if the financing account is direct or guaranteed. This is the accounting flexfield segment that lists cohort year.	Yes
Budget Account Code	Defaults in when you enter the Treasury Account Code. This is the code that links the appropriate budget account to the treasury symbol.	Display Only
Effective Dates Area		
Start Date	Enter the Start Date to indicate when the federal account symbol was established.	Yes
End Date	Enter the End Date only to disable this Federal Account Symbol.	No
Appropriation Year Dates Tab		
Dept Transfer	Enter a department transfer number only if appropriate. This is the Department of Treasury agency code receiving funds through an allocation transfer.	No
Time Frame	Enter the appropriate time frame of this appropriation or select a date from the List of Values.	Yes
Years Available	Enter the years available for multi-year treasury symbols. If the appropriation is for one-year, no-year, or revolving leave this field blank.	No
Year Established	Enter the year the appropriation was established.	Yes
Expiration	Optionally, enter an expiration date. **Note:** If the time frame is one-year or multi-year, the expiration date is required and calculated, but can be changed.	No
Cancellation	Optionally, enter a cancellation date. **Note:** If the time frame is one-year or multi-year, the cancellation date is required and calculated, but can be changed. The date must be within five years of the expiration date for one-year and multi-year.	No
Treasury Symbol	This field is populated automatically with the newly defined treasury symbol. For one-year appropriations, fiscal year is the last two digits of the established fiscal year; for multi-year appropriations, fiscal year is the last two digits of the established fiscal year and the last two digits of the calculated expiration date; for no-year or revolving appropriations the value is X.	Display Only

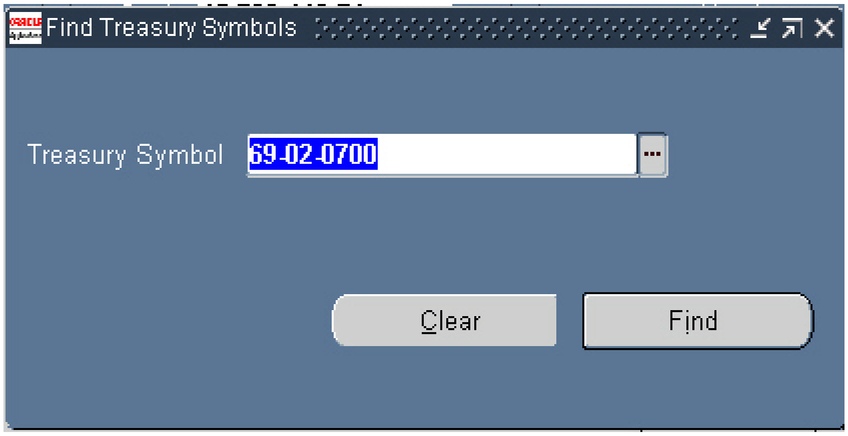


2. Select the Sub-accounts/Splits Tab and using the grid below enter the information.

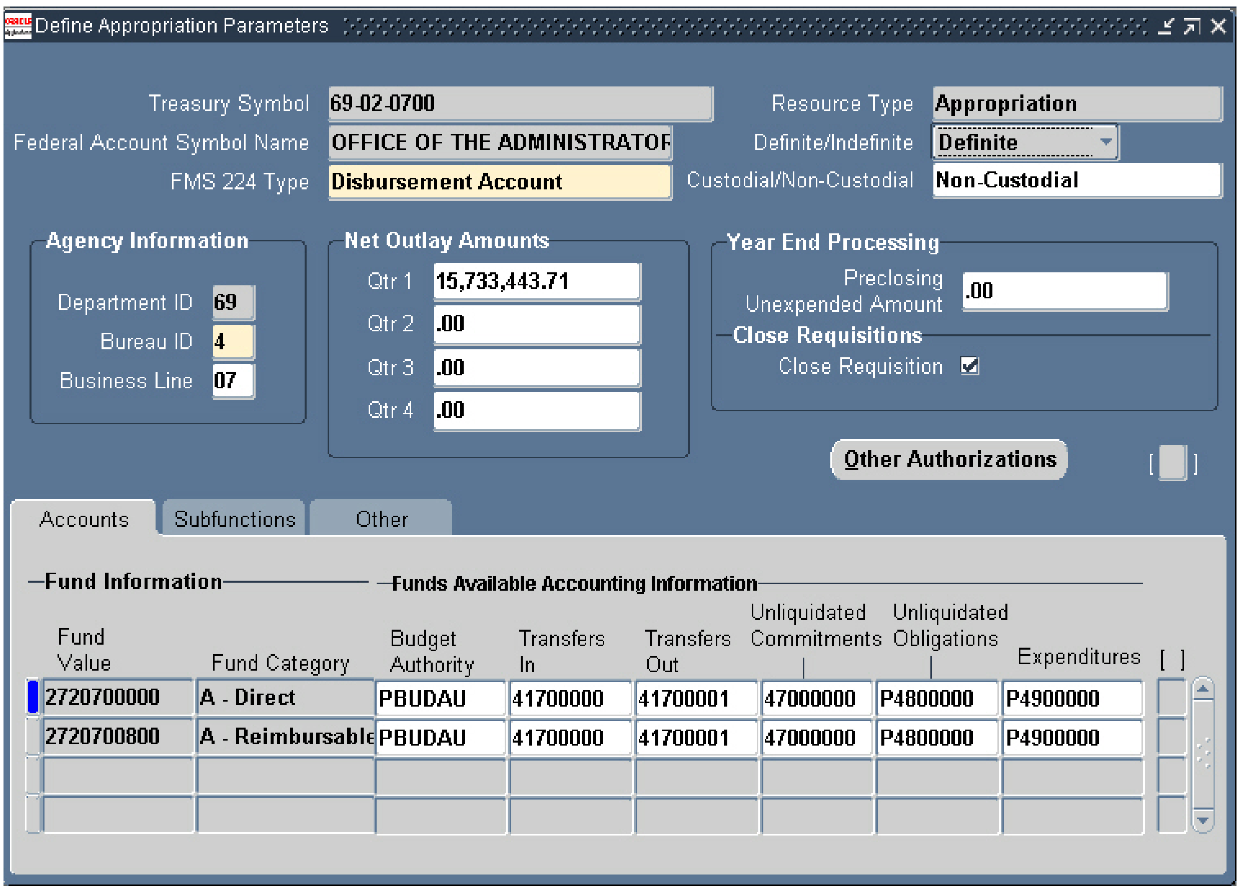
DEFINE FEDERAL ACCOUNT SYMBOLS		
Field Name	**Comments**	**Required?**
Sub-accounts/Splits Tab		
Dept Transfer	If this is an appropriation, enter a department transfer number.	No
Sub-acct	If applicable, enter the value for the subaccount.	No
Split Code	If applicable, enter a split code.	No
Split name	If applicable, enter the split name.	No
Treasury Symbol	This field is populated automatically with the newly defined treasury symbol.	Display Only

3. Save your work.

Note: To access the Define Appropriation Parameters window, select (B) Parameters..



1. In the Find Treasury Symbols window, enter or select from the list of values and select (B) Find. The Define Appropriation Parameters window opens.

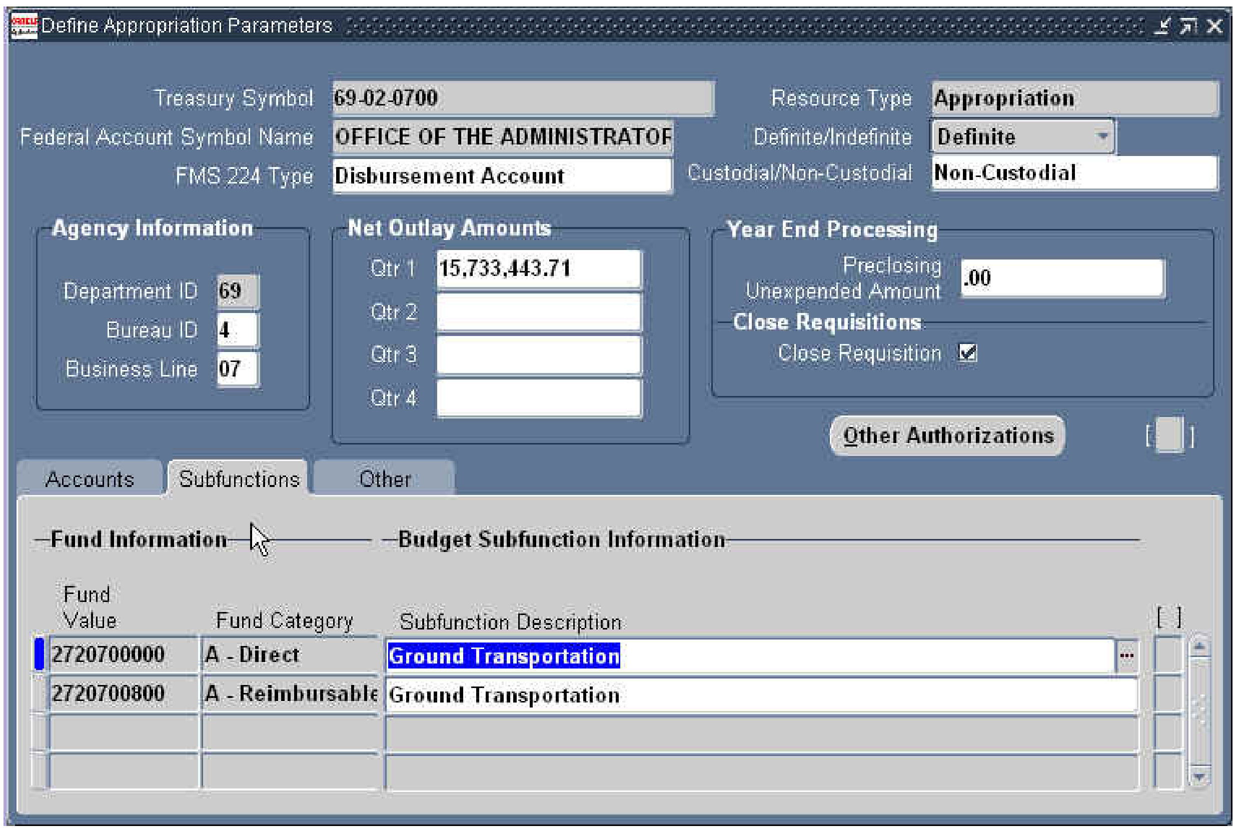


2. Enter the information into the Define Appropriation Parameters window based on the grid below.

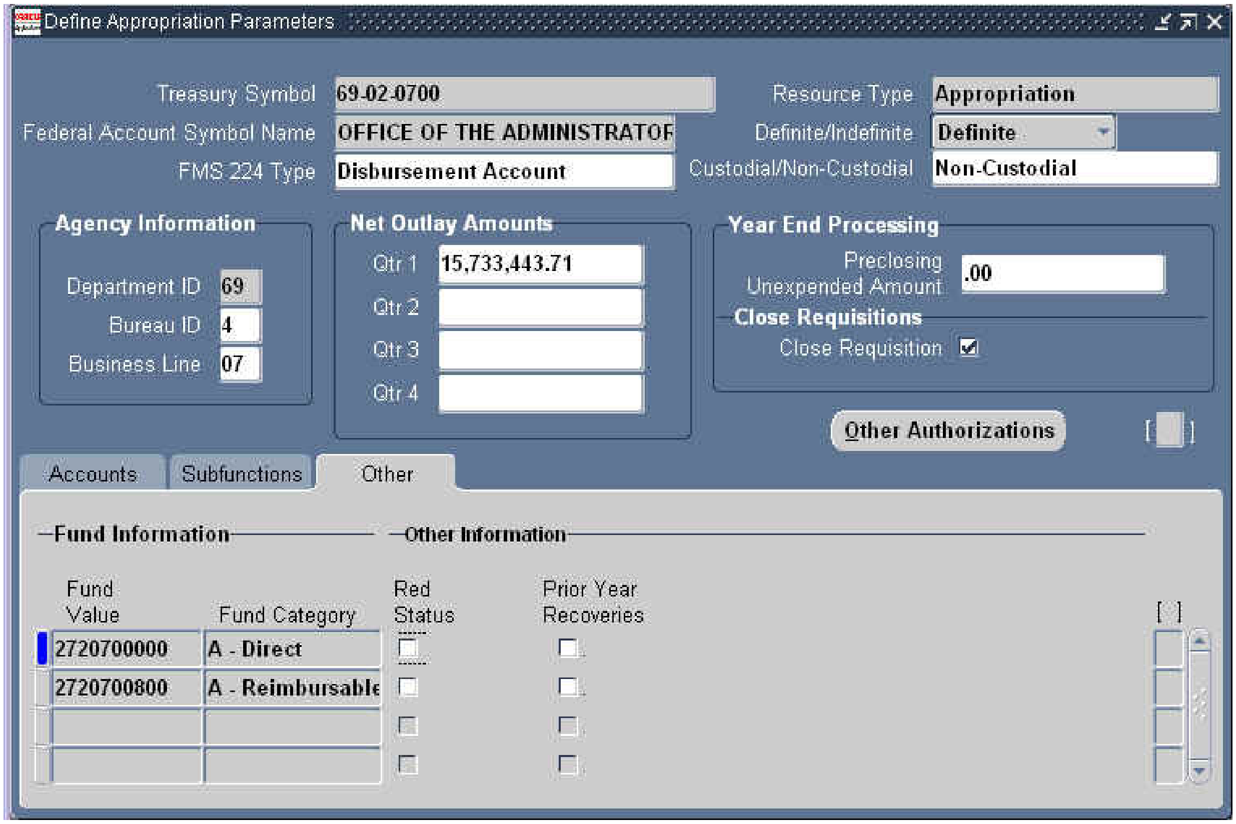
DEFINE APPROPRIATION PARAMETERS		
Field Name	**Comments**	**Required?**

Treasury Symbol	This field defaults in from the Treasury Symbol you choose in the find screen.	Display Only
Federal Account Symbol Name	This field defaults in from the Treasury Symbol you choose in the find screen.	Display Only
FMS 224 Type	The type reported on the FMS 224. Select Disbursement, Receipt or Revolving Account from the list of values.	Yes
Resource Type	Select a valid resource type from the list of values.	Yes
Definite/ Indefinite	Select either Definite or Indefinite depending on the classification of the appropriation according to amount of budget authority indicated by appropriation law.	Yes
Custodial/ Non-Custodial	Select whether this appropriation is Custodial or Non-Custodial. This is required for FACTS I reporting.	Yes
Agency Information Area		
Department ID	This field displays the department identifier. Defined in the Define Federal Account Symbols window.	Display Only
Bureau ID	Enter the agency bureau identifer.	Yes
Business Line	Enter the business line code.	No
Net Outlay Amounts Area		
Qtr 1	First quarter net outlays amount reported by the Department of Treasury to federal agencies via the FMS 6653 – Undisbursed Appropriation Account Ledger. Enter the amount from the FMS 6653 here.	Yes, first quarter only
Qtr 2	Second quarter net outlays amount reported by the Department of Treasury to federal agencies via the FMS 6653 – Undisbursed Appropriation Account Ledger. Enter the amount from the FMS 6653 here	Yes, second quarter only
Qtr 3	Third quarter net outlays amount reported by the Department of Treasury to federal agencies via the FMS 6653 – Undisbursed Appropriation Account Ledger. Enter the amount from the FMS 6653 here	Yes, third quarter only
Qtr 4	Fourth quarter net outlays amount reported by the Department of Treasury to federal agencies via the FMS 6653 – Undisbursed Appropriation Account Ledger. Enter the amount from the FMS 6653 here	Yes, fourth quarter only
Year End Processing Area		
Preclosing Unexpended Amount	Fourth quarter Preclosing Unexpended Amount reported by the Department of Treasury to federal agencies via the FMS 6653 – Undisbursed Appropriation Account Ledger. Enter the amount from the FMS 6653 here.	Yes, fourth quarter only
Close Requisitions Area		
Close Requisitions	If selected, closes requisitions related to the treasury symbol during the year-end closing process.	No
Accounts TAB		
Fund Information Area		
Fund Value	Select the appropriate fund value from the list of values. This is the balancing segment of the accounting flexfield for the set of books.	Yes
Fund Category	Select the appropriate fund category from the list of values. Choices are A – Direct, A – Reimbursable, B – Direct, B – Reimbursable, C – Direct, or C – Reimbursable.	Yes

Accounts TAB		
Funds Available Accounting Information Area		
Budget Authority	Select the budget authority parent value from the list of values.	Yes
Transfers In	Select the appropriate account from the list of values.	Yes
Transfers Out	Select the appropriate account from the list of values.	Yes
Unliquidated Commitments	Select the appropriate account from the list of values.	Yes
Unliquidated Obligations	Select the appropriate parent account from the list of values.	Yes
Expenditures	Select the appropriate parent account from the list of values.	Yes



DEFINE APPROPRIATION PARAMETERS		
Subfunctions TAB		
Budget Subfunction Information Area		
Subfunction Description	Select the budget subfunction from the list of values. This is required for FACTS I reporting.	Yes



DEFINE APPROPRIATION PARAMETERS		
Other TAB		
Other Information Area		
Red Status Checkbox	If selected, indicates fund is in the red status.	No
Prior Year Recoveries Checkbox	If selected, indicates fund is available for Prior Year recoveries.	No
Descriptive Flexfield	Not used in Delphi at this time.	No

3. Save your work.

4. To commit the changes, select (B) OK, or select (B) Cancel to return to the Treasury Symbol form to make any necessary corrections.

Lab 1: Establishing a New Treasury Fund

For the following lab, use the database and login information assigned by your instructor. Use the General Ledger Fed Admin Systems Accountant responsibility.

Step 1: Define Treasury Account Codes

1. Define a Treasury Account Code.

   - Treasury Account Code: 88XX, replacing XX with your terminal ID.
   - Treasury Account Symbol Name: LAB 1 Federal Acct Name, FAST, "your initials".

Step 2: Define Federal Account Symbols

1. Define a Federal Account Symbol:

   - Treasury Department Code: 69
   - Treasury Account Code: 88XX, replacing XX with your terminal ID.
   - Financing Account: Direct
   - Cohort Segment: Budget Year
   - Time Frame: One Year
   - Year Established: 2001
   - Treasury Symbol: 69-01-88XX, will default into window with your terminal ID.

Step 3: Define Budget Accounts

1. Define a Budget Account.

   - Budget Account Code: 6988XX, replacing XX with your terminal ID.
   - Budget Account Name: DOT, LAB1 Federal Acct Name, FAST, "your initials"
   - BEA Category: Discretionary
   - Budget Status Indicator: On Budget
   - Borrowing Source: Treasury
   - Function: Non-Defense

Note: The Treasury Department Code and the Treasury Account Code will default into the Federal Account Symbols area.

Step 4: Define Treasury Appropriation Parameters

1. Define a Treasury Appropriation Parameter

- Your fund is a disbursement account with Treasury
- Resources originate from an appropriation
- Your appropriation is definite and non-custodial
- The DOT Bureau is 07
- Your fund value is 270188__00; the blanks equal your terminal ID.
- Your fund category is direct.
- Your funds available accounts are:
  - Budget Authority: PBUDAU
  - Unliquidated Commitments: 47000000
  - Unliquidated Obligations: P4800000
  - Expenditures: P4900000
- The budget subfunction for FRA is all Ground Transportation
- Your fund is not in red status
- You fund may have prior year recoveries

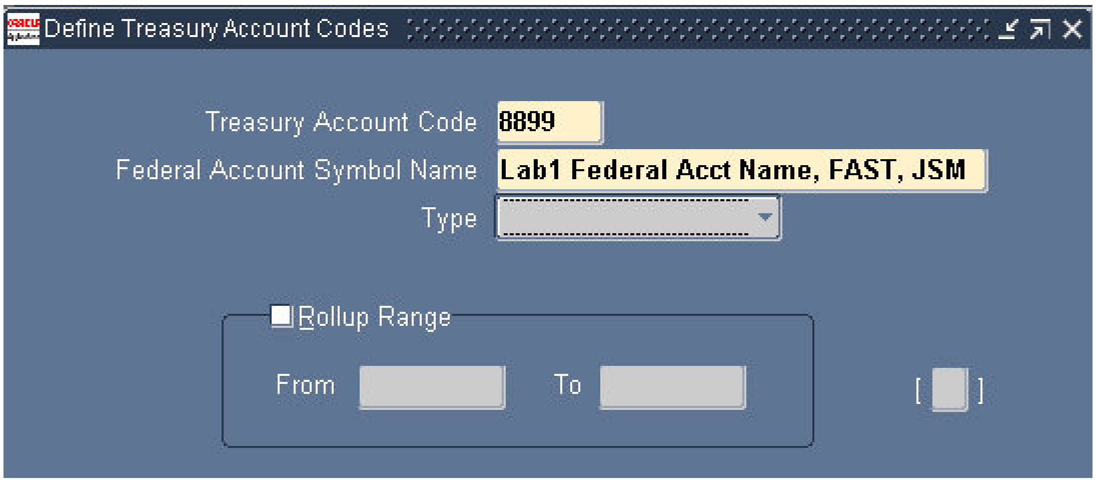
Lab 1 Solutions: Establishing a New Treasury Fund

Step 1: Define Treasury Account Codes

1. Navigate as follows:

   Setup → Appropriation → Define Treasury Account Codes

2. Compare your screen with following screen.



3. Select (I) Save.

4. Select (I) Show Navigator to go to Step 2.

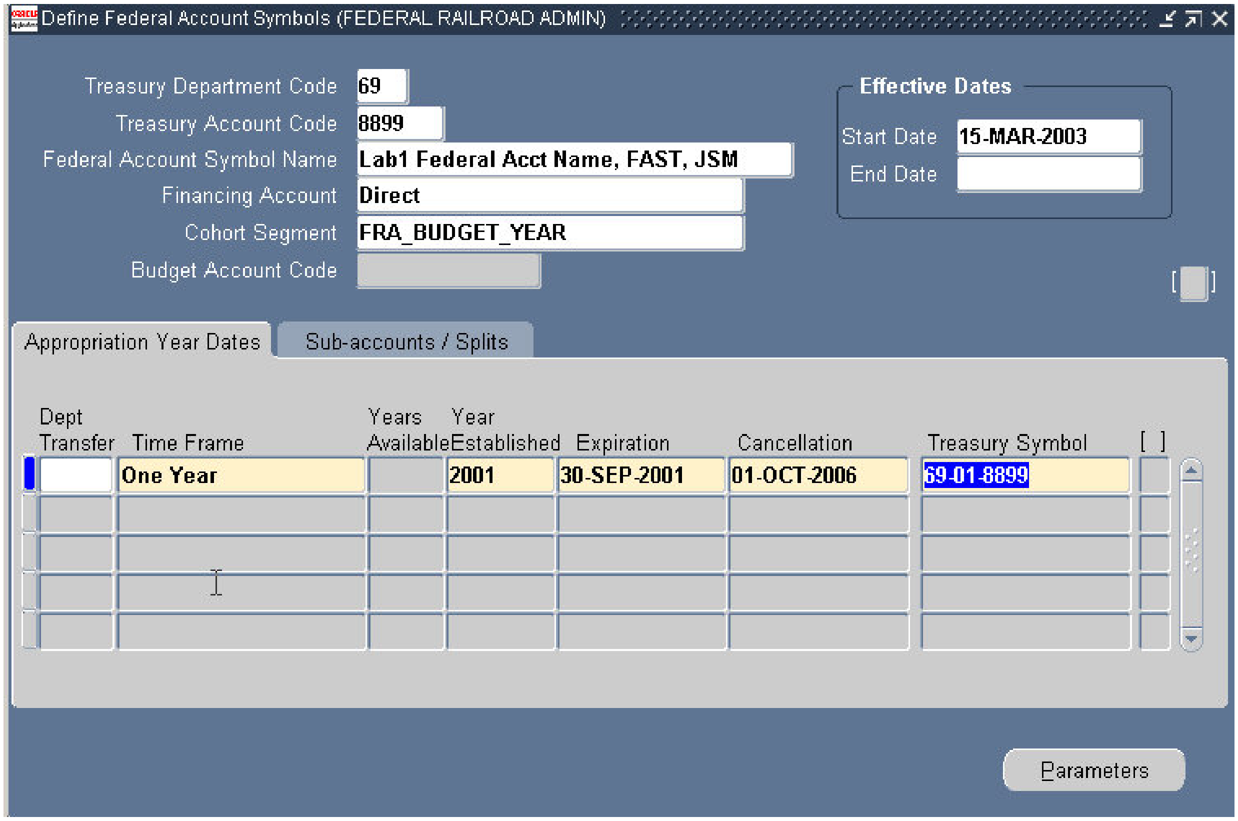
Step 2: Define Treasury Account Codes

1. Navigate as follows:

   Setup → Appropriation → Define Federal Account Symbols

2. Enter your supplied information and compare your screen with following screen.

Lab 1 Solutions: Establishing a New Treasury Fund



3. Select (I) Save.

4. Select (I) Show Navigator to go to Step 3.

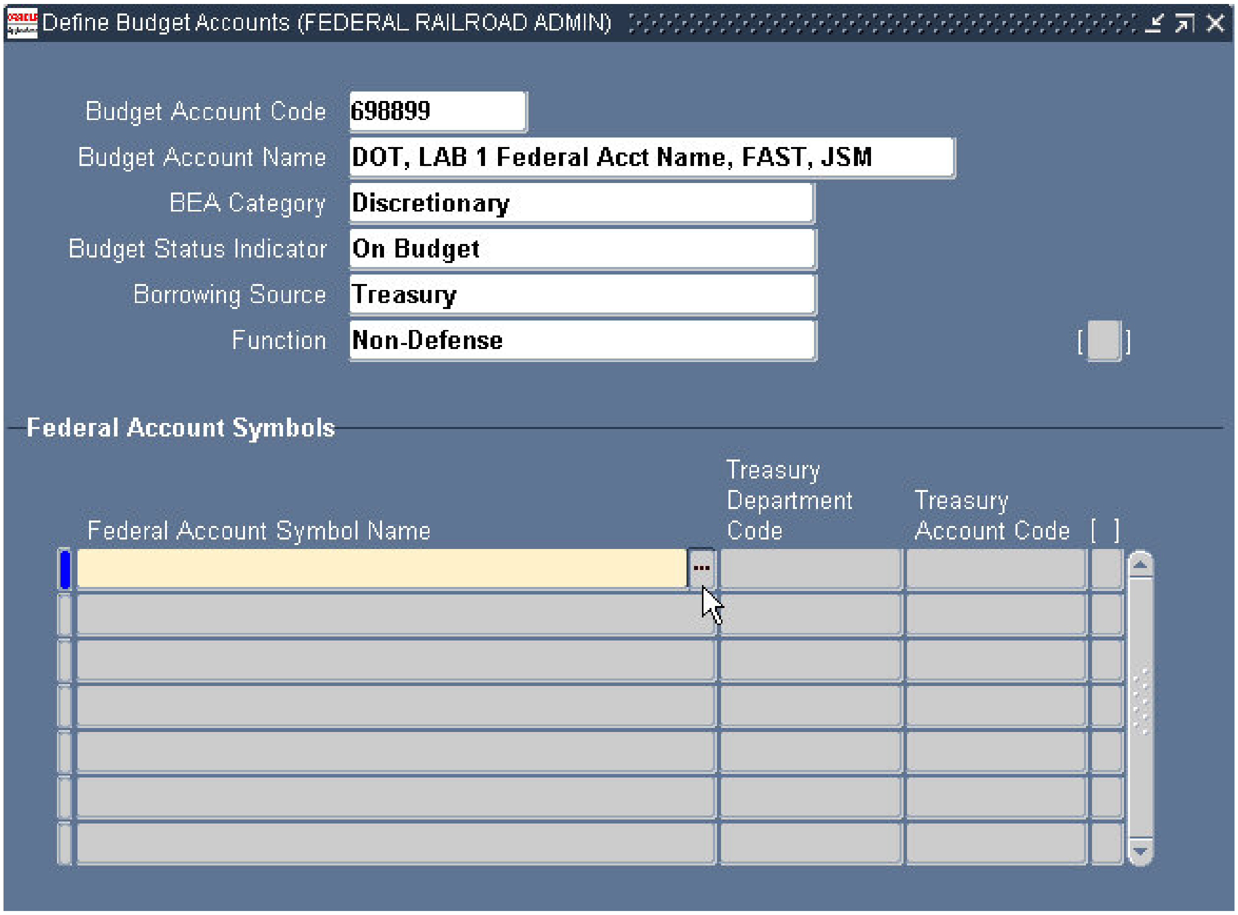
Step 3: Define Treasury Account Codes

1. Navigate as follows:

   Setup → Appropriation → Define Budget Accounts

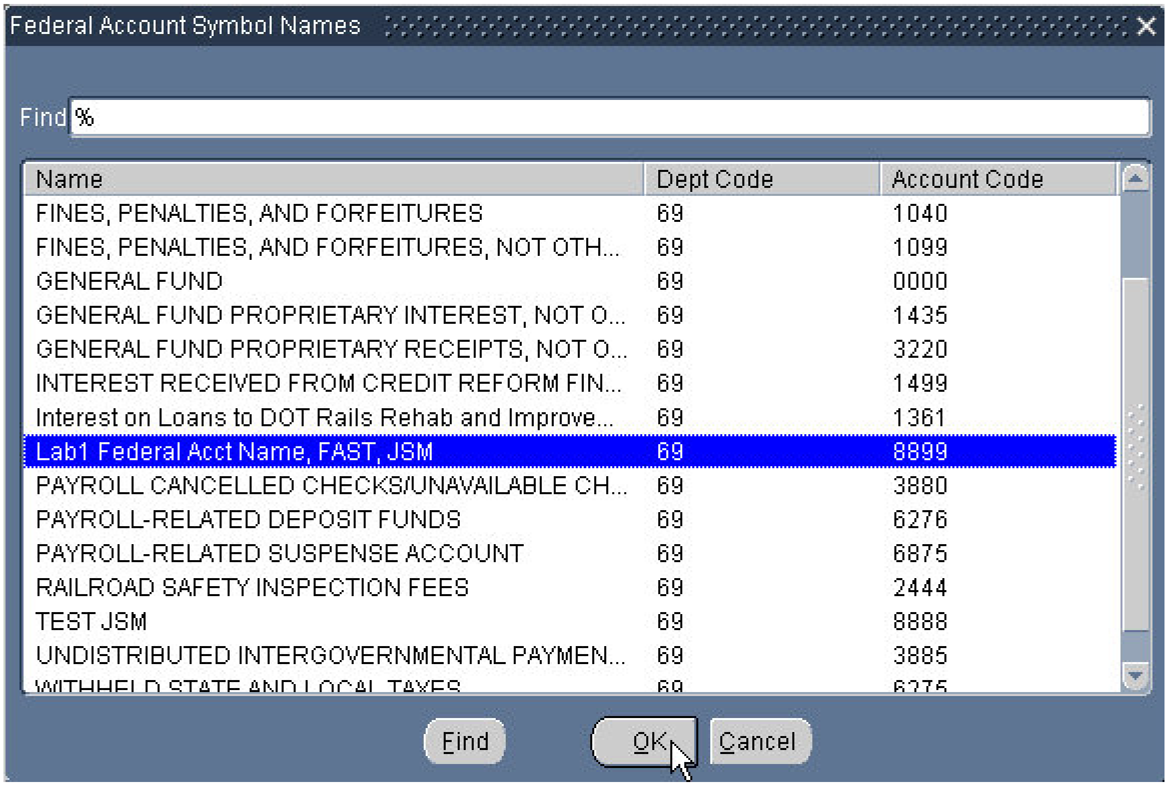
2. Enter your supplied information and compare your screen with following screen.

Lab 1 Solutions: Establishing a New Treasury Fund



3. Select the (I) LOV in the Federal Account Symbol name field.

Lab 1 Solutions: Establishing a New Treasury Fund

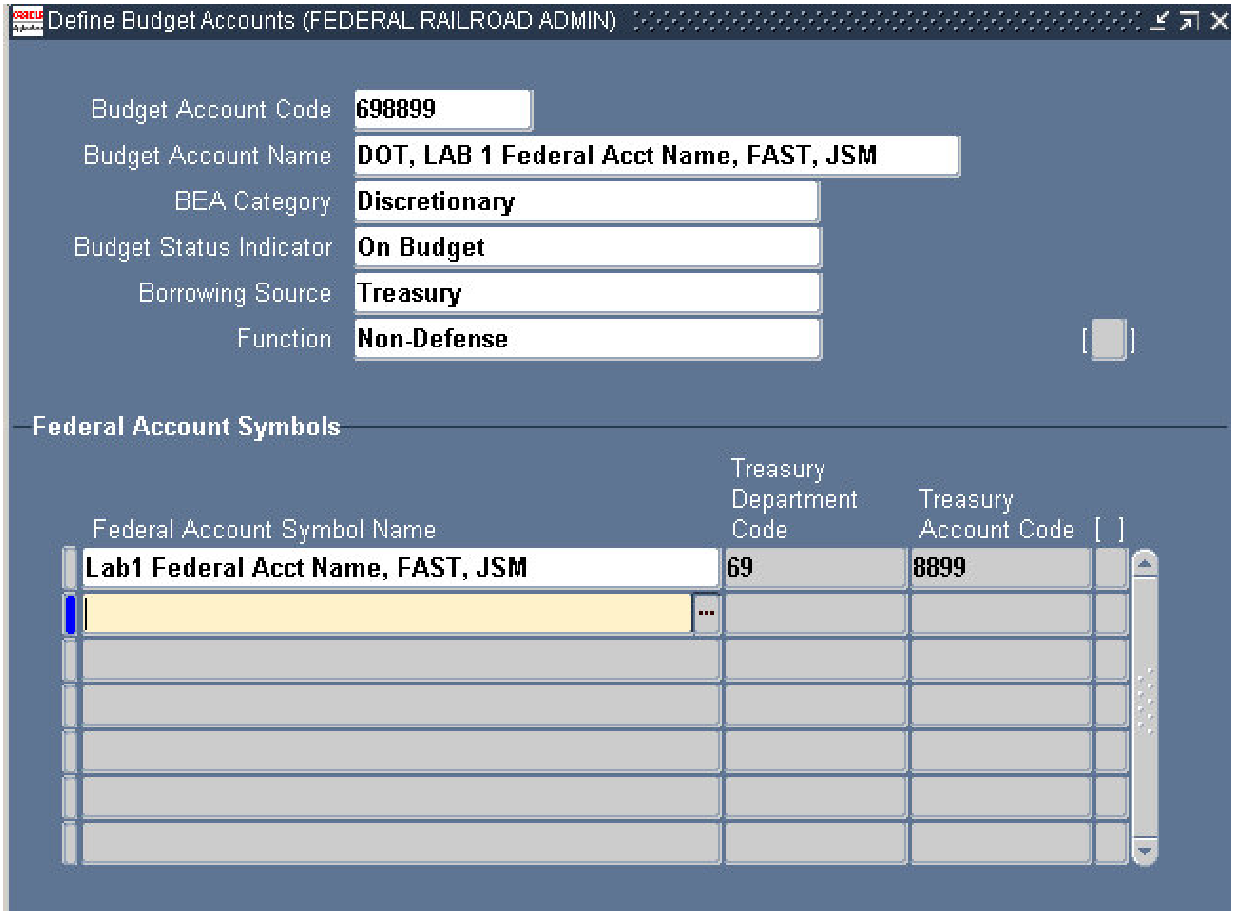


4. Select your Federal Account Symbol Name from the list of values.

5. Select (B) OK.

6. Compare your screen with the following screen.

Lab 1 Solutions: Establishing a New Treasury Fund



7. Select (I) Save.

8. Select (I) Show Navigator and go to step 4.

Step 4: Define Treasury Appropriation Parameters

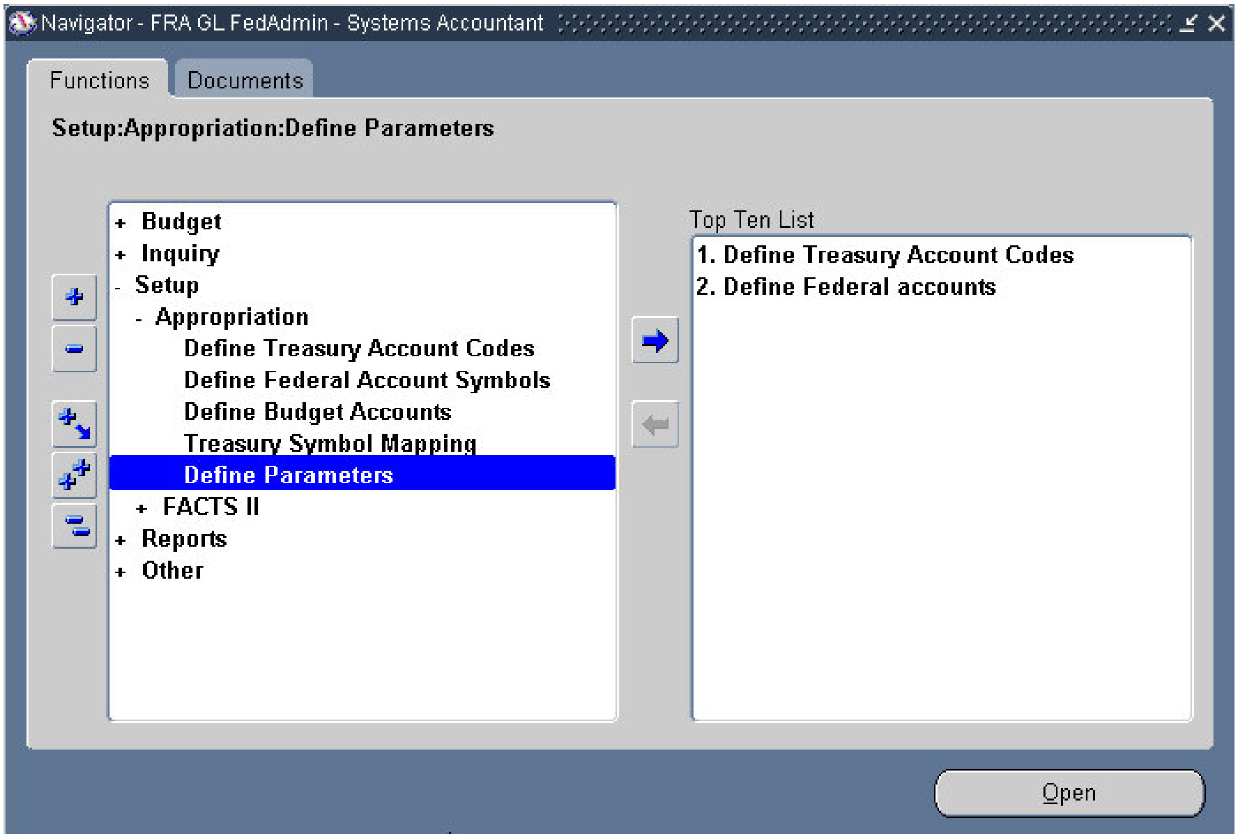
1. Make sure you are using the FRA GL Fed Admin Systems Accountant responsibility.

2. Use the following navigation:

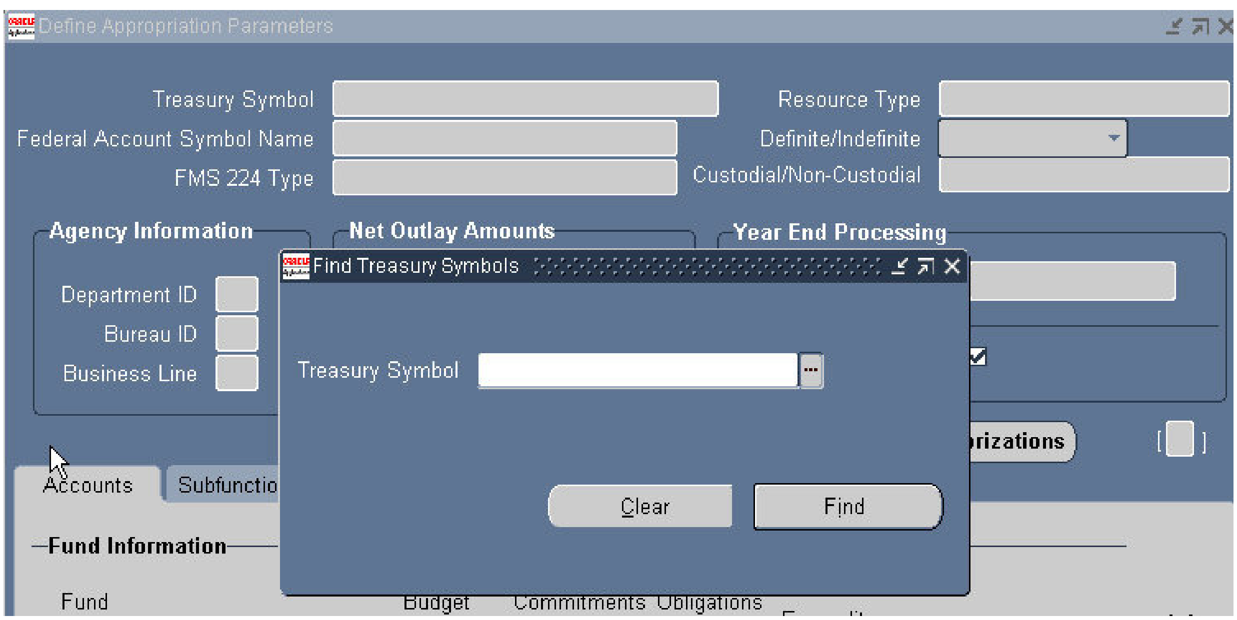
   Setup → Appropriation → Define Parameters

Lab 1 Solutions: Establishing a New Treasury Fund

3. Compare your screen with the following.

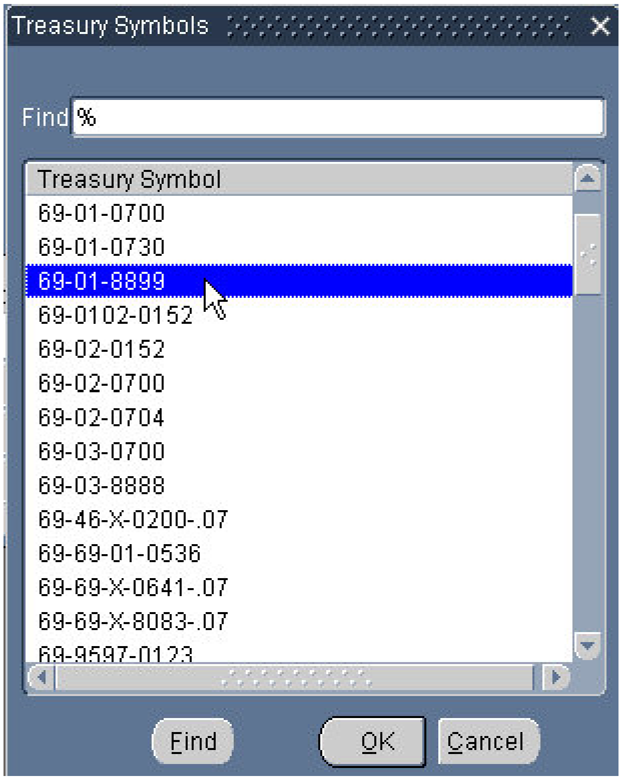


4. Select (B) Open. The Find Treasury Symbols window will appear.



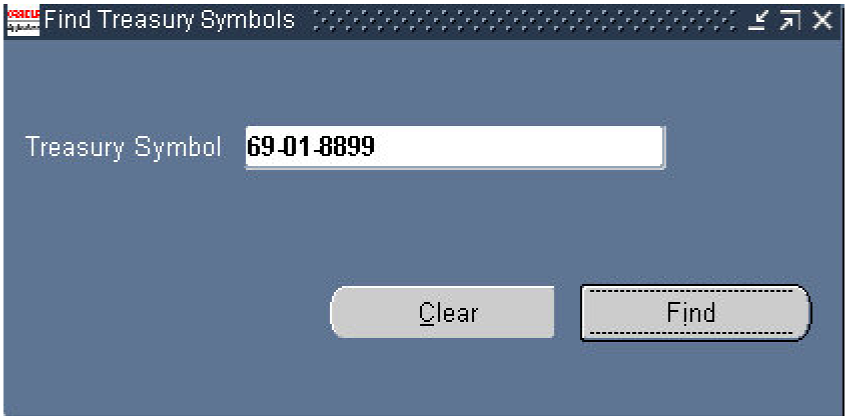
Lab 1 Solutions: Establishing a New Treasury Fund

5. Select (I) LOV. The Treasury Symbol screen will appear.



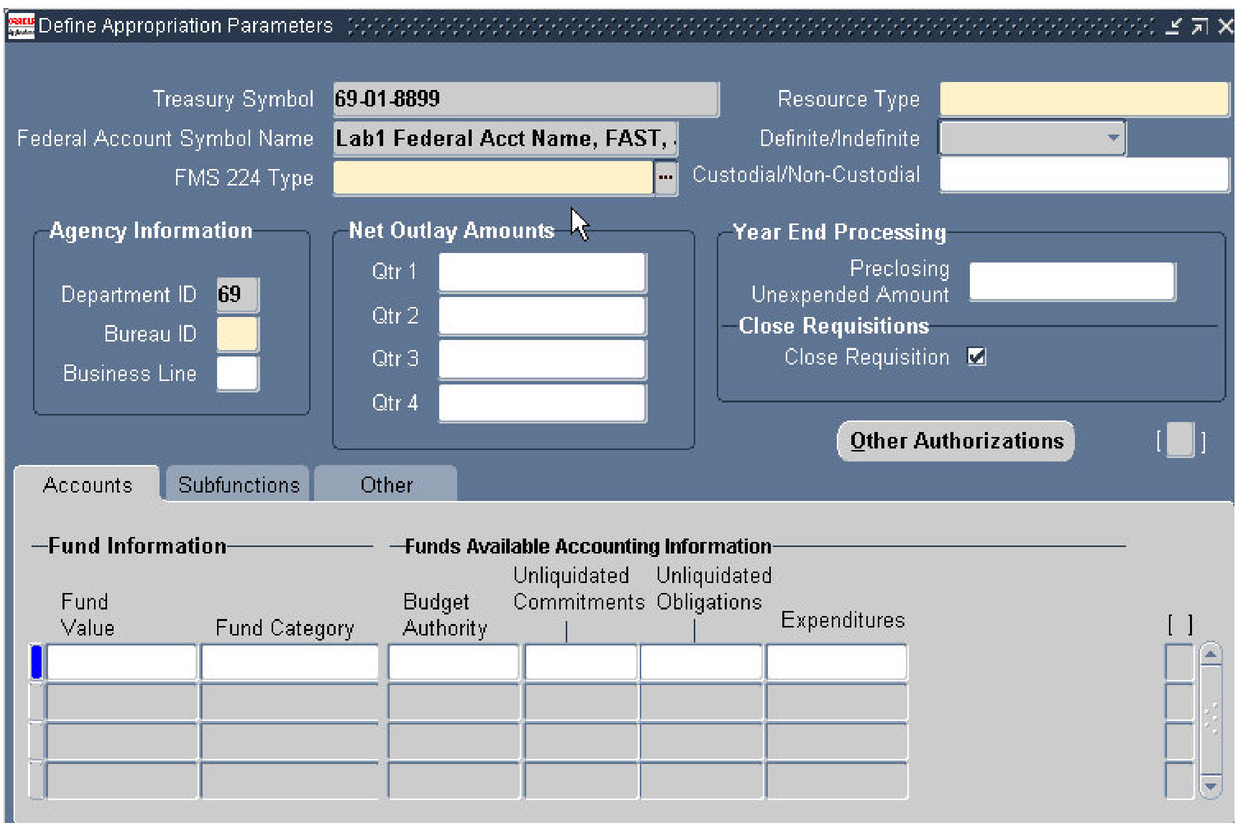
6. Select the treasury symbol 69-01-88XX, with XX being your terminal ID. Select (B) OK.

Lab 1 Solutions: Establishing a New Treasury Fund

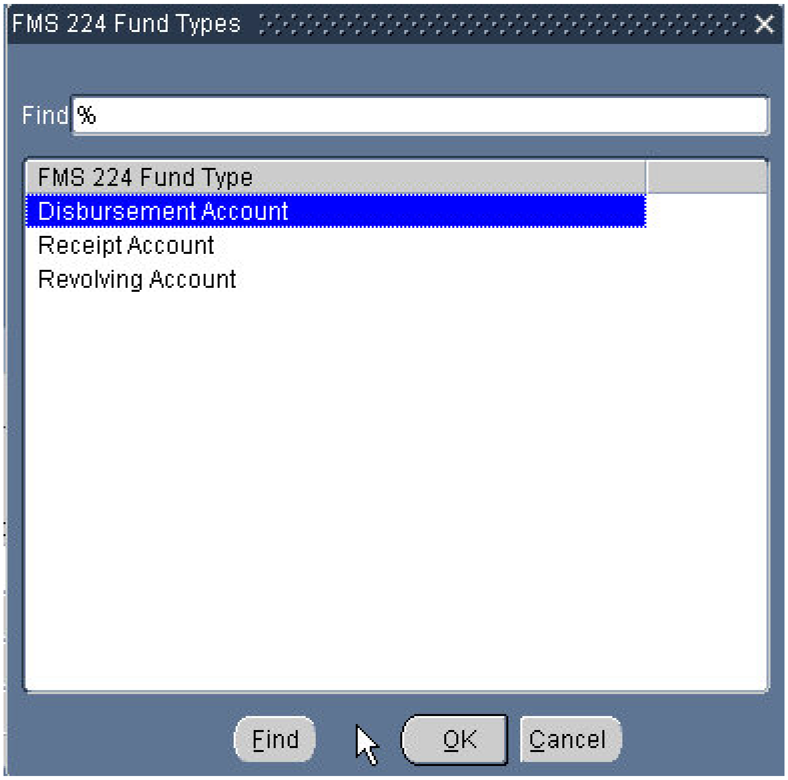


7. Select (B) Find.

   The Federal Account Symbol Name field will default in automatically. Compare your screen with the one below.



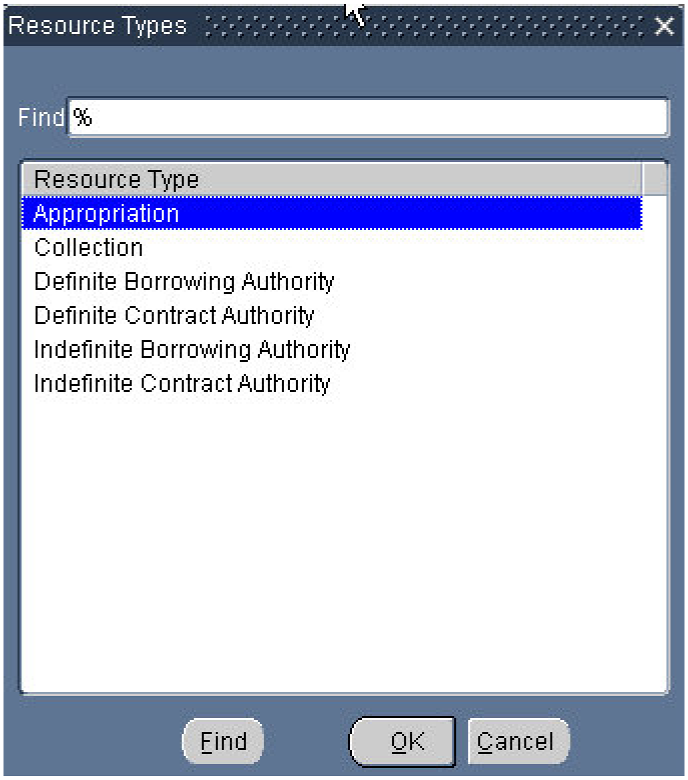
8. Select (I) LOV in the FMS 224 Type field. The FMS 224 Fund Types window will appear.



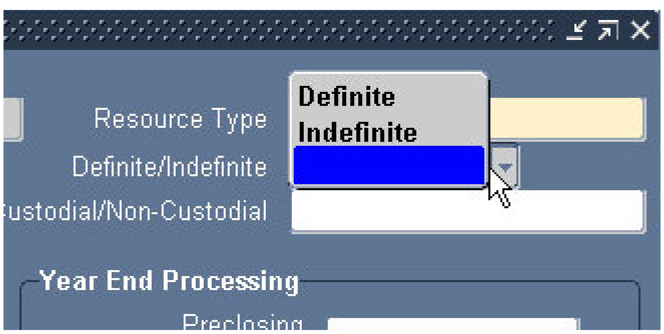
9. Select Disbursement Account from the list of values. Select (B) OK.

10. Go to the Resource Type field. Select (I) LOV. The Resource Types window will appear.

Lab 1 Solutions: Establishing a New Treasury Fund



11. Select Appropriation from the list of values. Select (B) OK.

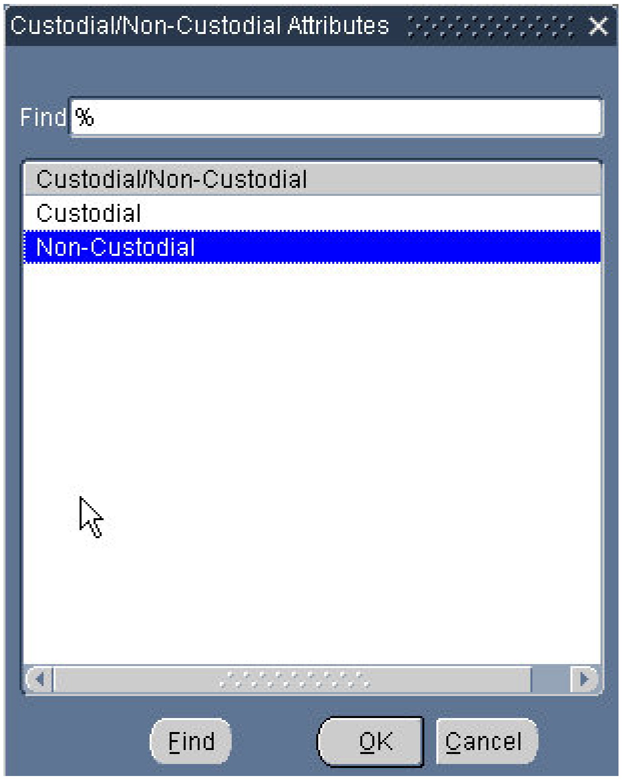


12. Go to the Definite/Indefinite field. Select the drop down arrow. The choices of Definite or Indefinite will appear.

13. Select Definite from the list.

14. Go to the field Custodial/Non-custodial.

15. Select (I) LOV from the Custodial/Non-Custodial field. The Custodial/Non-Custodial Attributes window will appear.



16. Select Non-Custodial from the list of values and then select (B) OK.

17. Go to the Agency Information area of the Define Appropriation Parameters window.

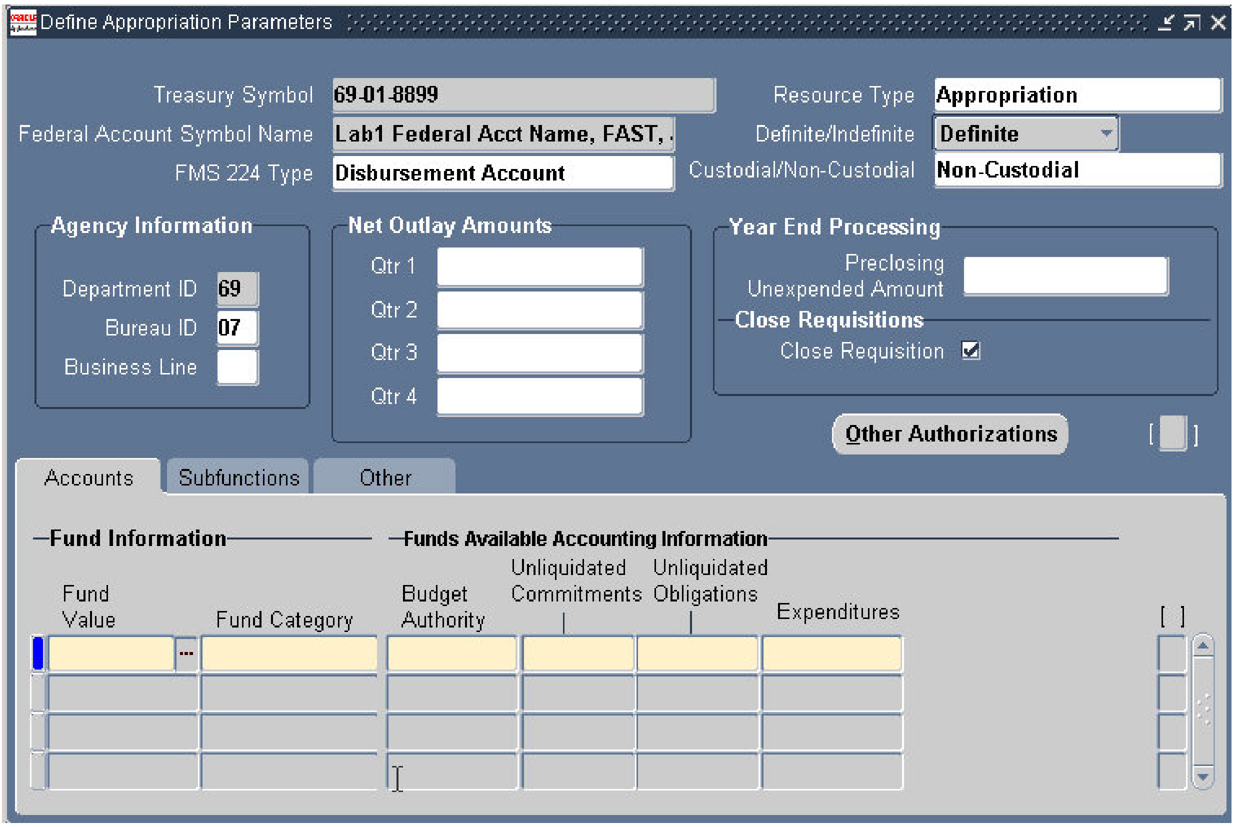
18. Accept the default of "69" for the Department Code for DOT, Department of Transportation.

19. Enter the Bureau ID. Enter the Business Line, if applicable.

20. Skips the area of Net Outlay Amounts and Year End Processing.

21. Go to the Accounts tab of the Define Appropriation Parameters window.

22. Compare your screen to the following.



23. Select (I) LOV in the Fund Value field.

Ask your instructor if your fund segments have been established or if the instructor prefers to go on to the next session prior to finishing this lab. If the values have not been established you will not see your fund value in the list of values in the Segment Flex Value window shown below.

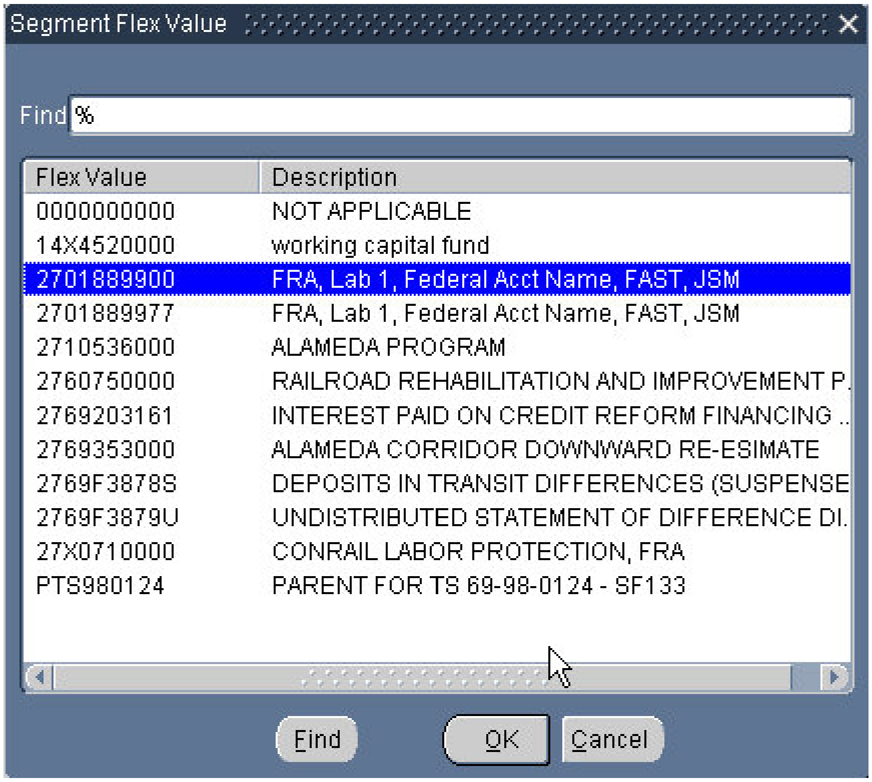
Learning Outcome: You must enter the new fund segment value prior to entering the Appropriation Parameters.

After the segment value appears in your list, come back to this lab. You will need to start at the beginning of the lab as the Place on Navigator option is not available to save this screen.

24. If your fund segment value appears, continue below.

Lab 1 Solutions: Establishing a New Treasury Fund

25. After you select on the list of values for the Fund value, the Segment Flex Value window will appear. See below.

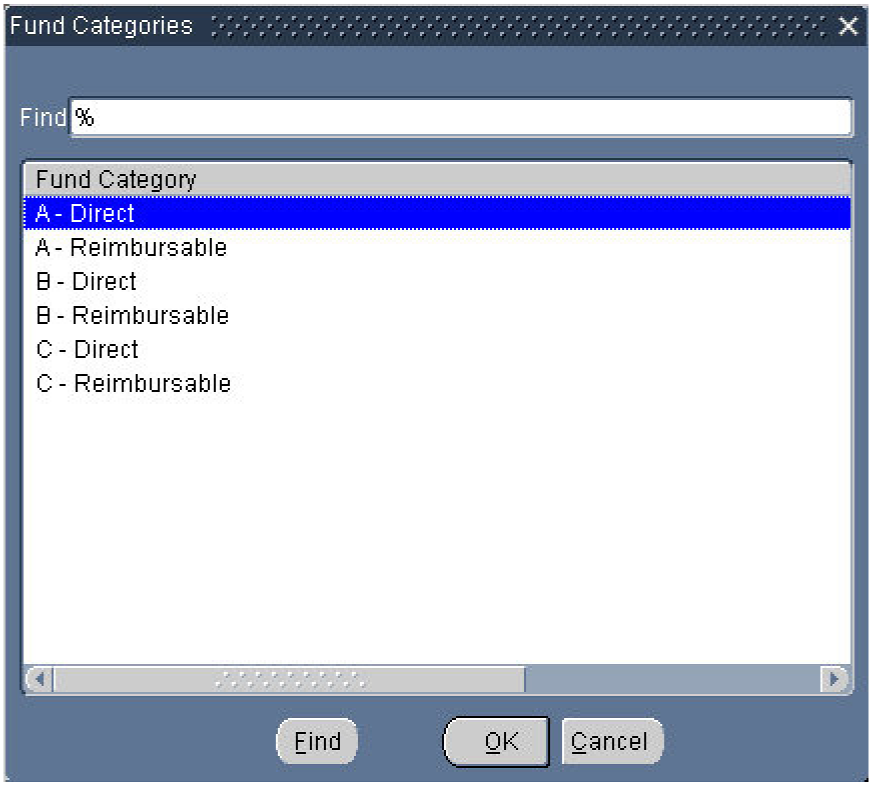


26. Select your fund value. Your fund value should be 270188__00, with your terminal ID in the blanks.

27. Select (B) OK.

28. Go to the Fund Category field. Select (I) LOV.

29. The Fund Categories window will appear.

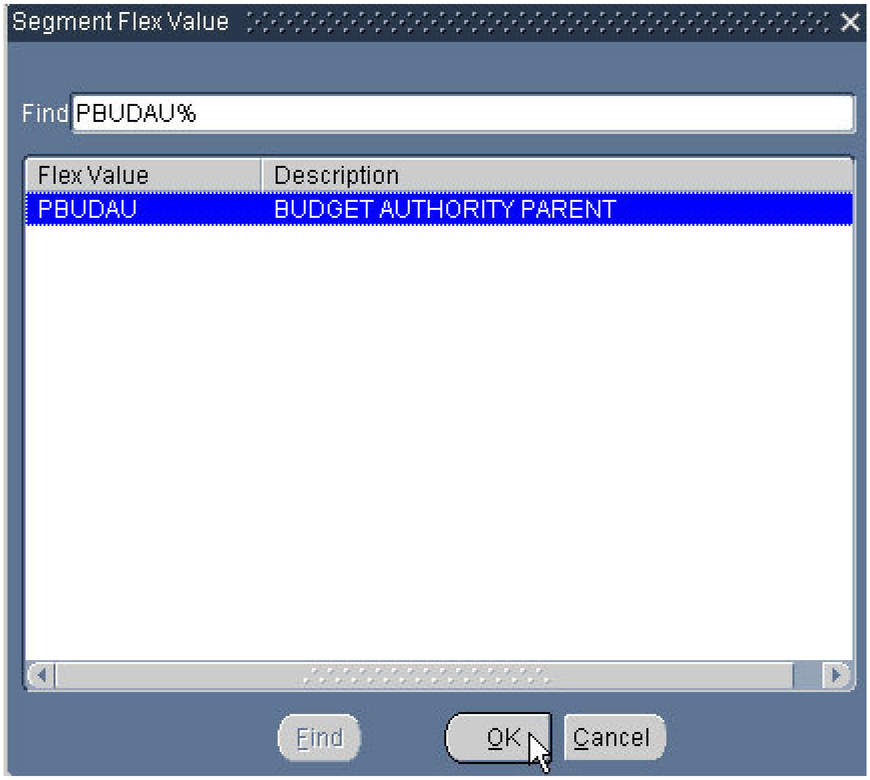


30. Select Direct from the list of values and then select (B) OK.

31. Go to the Budget Authority field. Select (I) LOV in the budget authority field. The segment flex value window will appear.

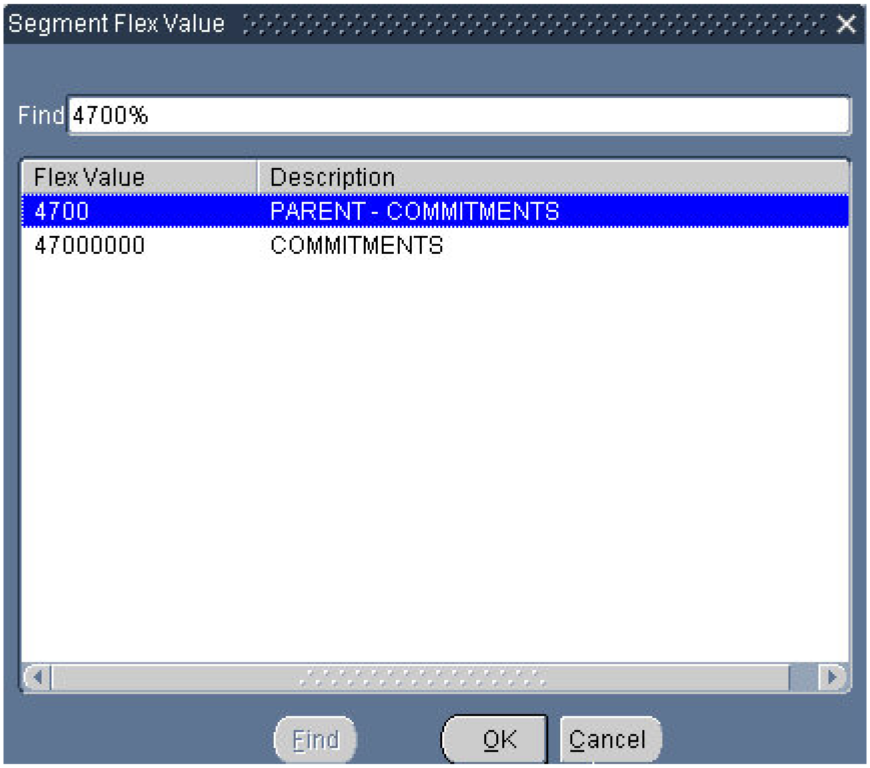
32. Type PB% in the Find field to locate all parents beginning with PB.

33. Select (B) Find. You window should appear similar to the one displayed below.



34. Select the flex value PBUDAU from the list of values.

35. Select (B) OK.



36. Go to the Unliquidated Commitments field. Select the (I) LOV.

37. Enter 4700% in the Find field to locate all flex values beginning with 4700.

38. Select (B) Find.

39. Select the commitments account: 47000000.

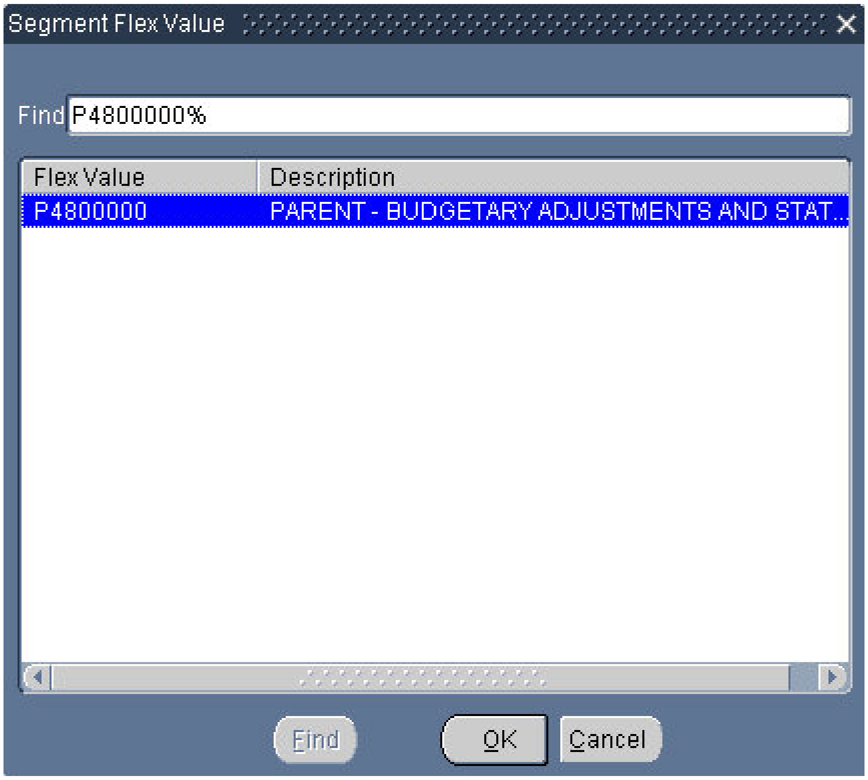
40. Select (B) OK.

41. Go to the Unliquidated Obligations field.

42. Select (I) LOV.

43. Enter P48% to locate the accounts beginning with P48.

44. Select (B) Find.



45. Select the parent account: P4800000.

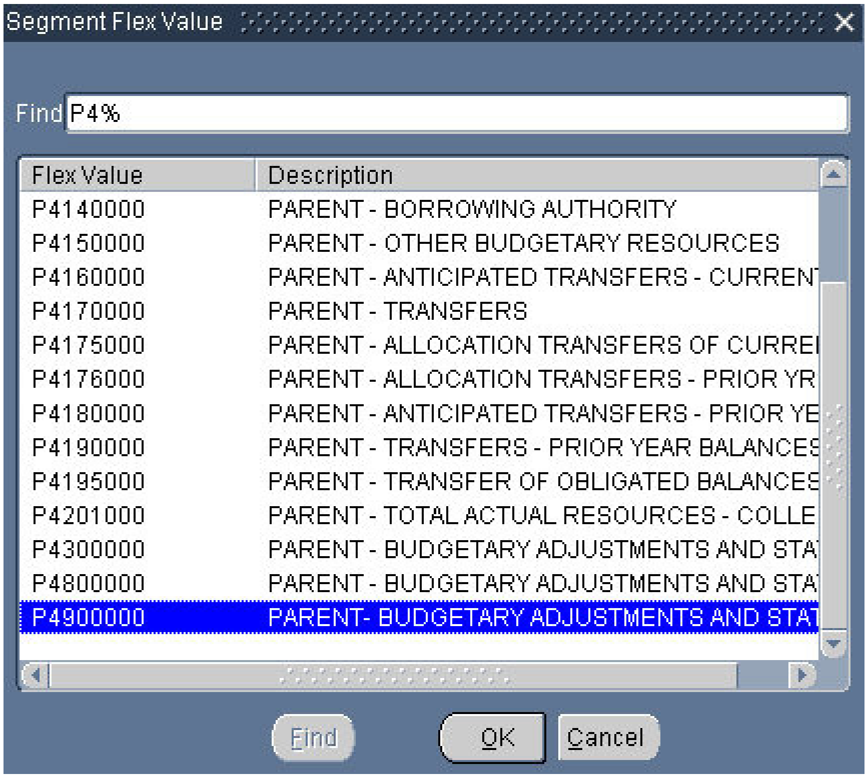
46. Select (B) OK.

47. Go to the Expenditures field.

48. Select (I) LOV.

49. Enter P49% to locate the accounts beginning with P49.

50. Select (B) Find.

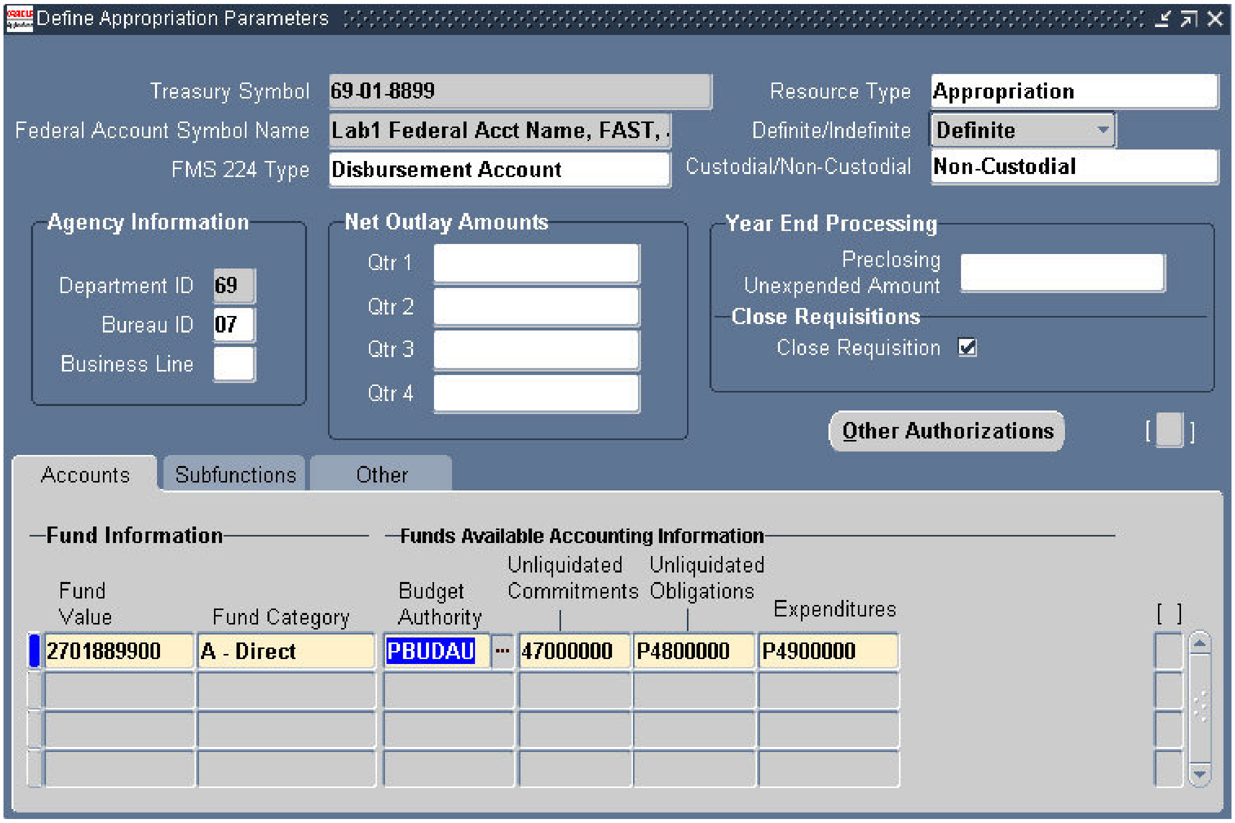


51. Select the parent account: P4900000.

Lab 1 Solutions: Establishing a New Treasury Fund

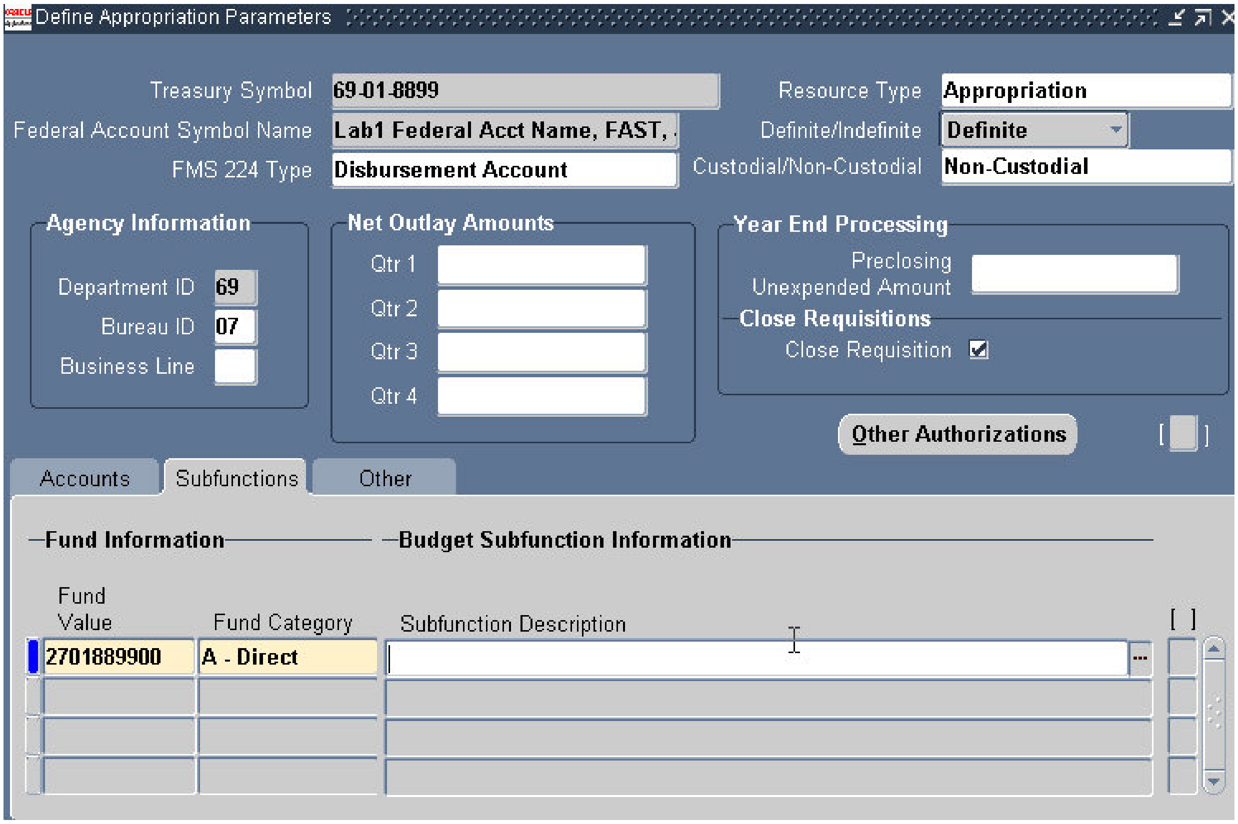
52. Select (B) OK.

    Your completed Accounts tab area should appear similar to the one displayed below.



As soon as the expenditure value is selected, the Subfunctions tab will be displayed

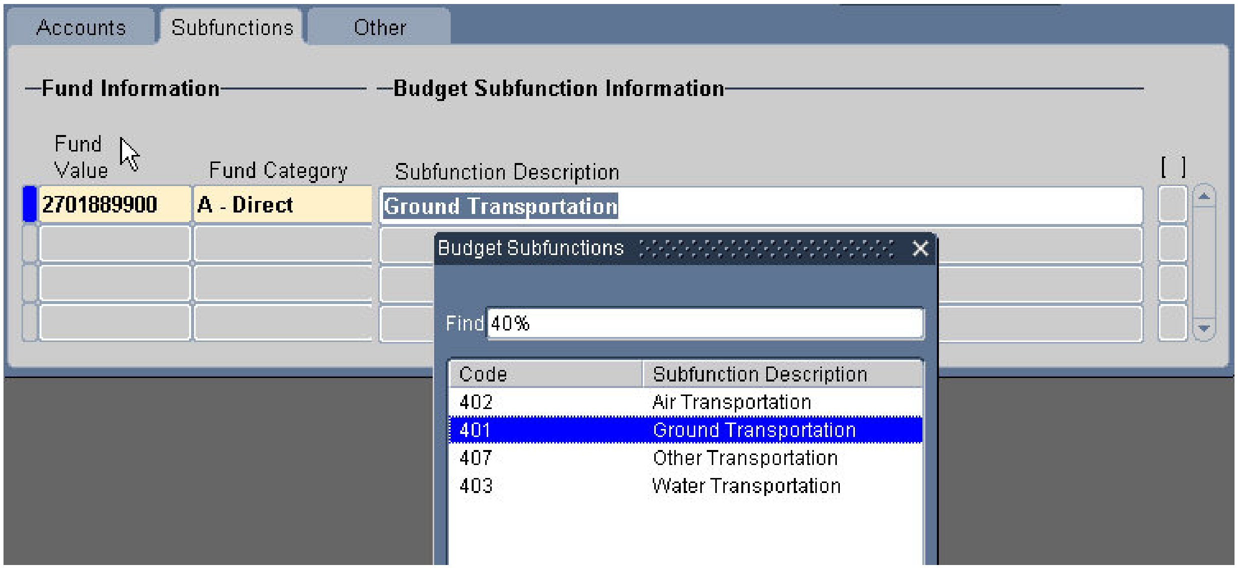
Lab 1 Solutions: Establishing a New Treasury Fund



The cursor will be in the Subfunction Description field of the Budget Subfunction Information area as shown above.

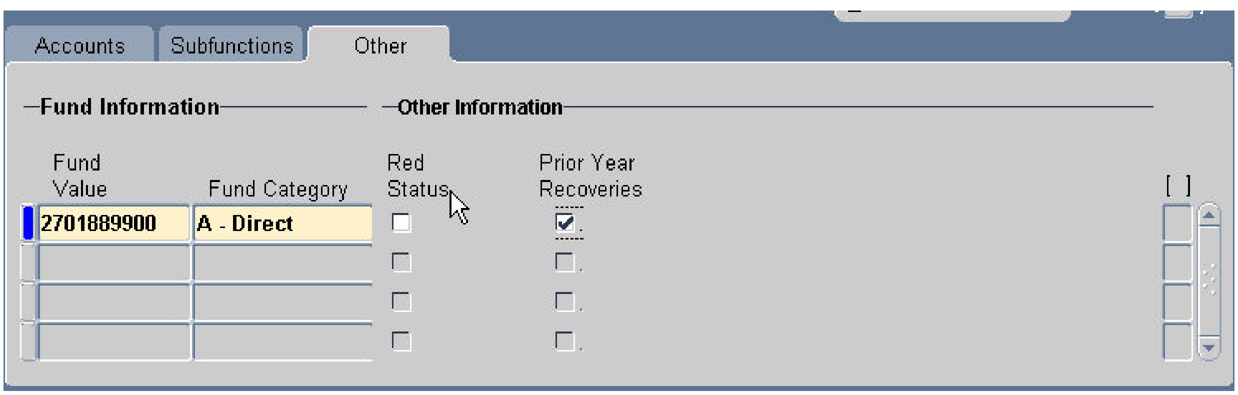
53. Select (I) LOV in the Subfunction Description field.

    The Budget Subfunctions window will appear. See below.



54. Select Ground Transportation, Code 401.

55. Select (B) OK. The Other tab will display its window. See below.



56. The cursor will be in the Red Status checkbox.

57. Go to the Prior Year Recoveries checkbox. Click in the box, a checkmark will appear to indicate that prior year recoveries are applicable to this fund.

58. Select (I) Save or Save and Proceed from the file menu.

59. If you have other fund values parameters to add, at this point, you would select the Accounts tab and repeat steps 24-65 to save another fund value's parameters.

    You are finished with the fund parameter in this lab. Close the window

New Flexfield Segment Value Setup

Chapter 3

New Flexfield Segment Value Setup

Section Objectives

At the end of this section, you should be able to:

- Define a new Flexfield Segment Value
- Assign Flexfield Child Values to Parent Values
- Create proper notification of new Segment Values
- Define Cross-Validation Rules

About Key Flexfield

For the Department of Transportation the key Accounting Flexfield segments are defined as follows:

Fund	10 positions	
BY	4 positions	
BPAC	10 positions	
Organization	10 positions	
Object Class	6 positions	
SGL Account	8 positions	
Future 1	10 positions	Held in Reserve
Future 2	10 positions	Held in Reserve
Future 3	10 positions	Held in Reserve
Future 4	10 positions	Held in Reserve

Considerations regarding changes to flexfield segments:

- Finalization requires you to freeze your flexfield definitions.
- You must recompile your flexfield EVERY TIME you enable or disable Cross-Validation Rules.
- You must recompile your flexfield EVERY TIME you enable or disable shorthand entry using the Shorthand Alias window.
- Users are not affected by the changes until they sign back on; therefore, changes must be done during non-use of the system.
- Changes require manual redefinitions of Cross-Validation Rules and Shorthand Aliases.
- Changing may create data inconsistencies; therefore, after a system is in a production environment, changes are not recommended.

About Key Flexfield

Users are responsible to add new fund segment values and maintain value sets for:

Fund

BPAC

Organization

DELPHI Systems Office is responsible to add new fund segment values and maintain value sets for GLOBAL system use of:

BY

Object Class

SGL Account

Defining New Flexfield Segment Values

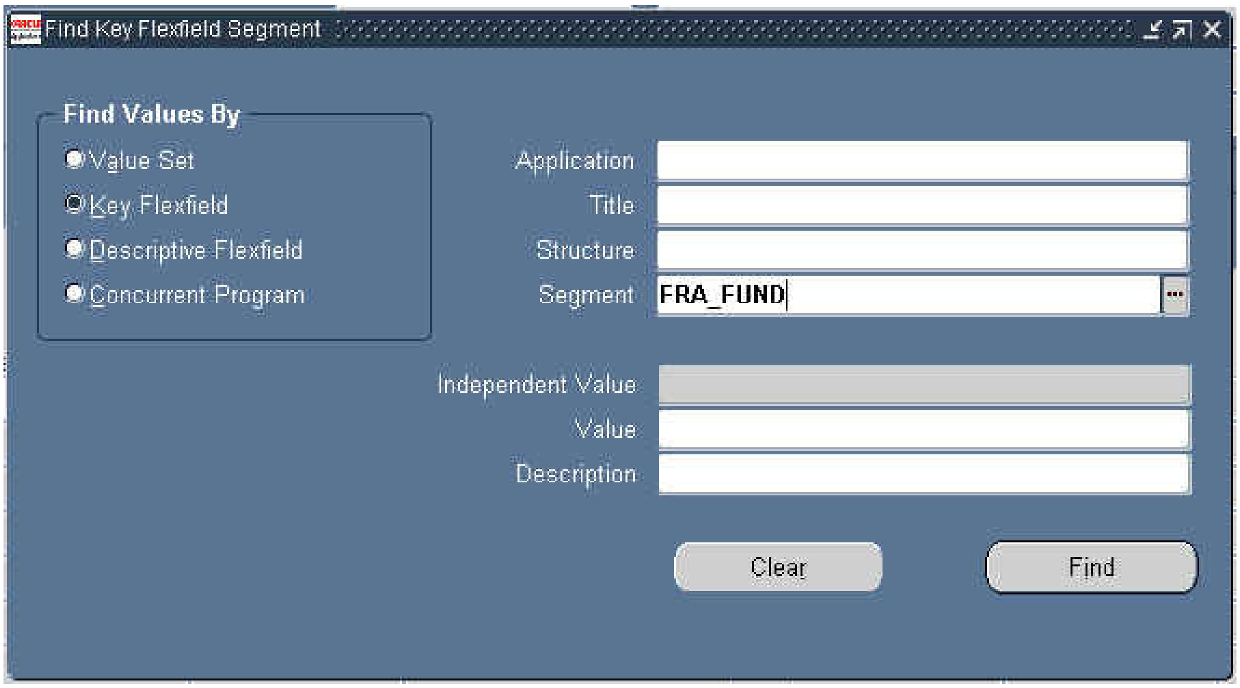
Once the segment structure is in place, the value sets for the segment can be entered and maintained.

This section covers the adding of a new flexfield segment value.

Defining New Flexfield Segment Values

Find Key Flexfield Segment

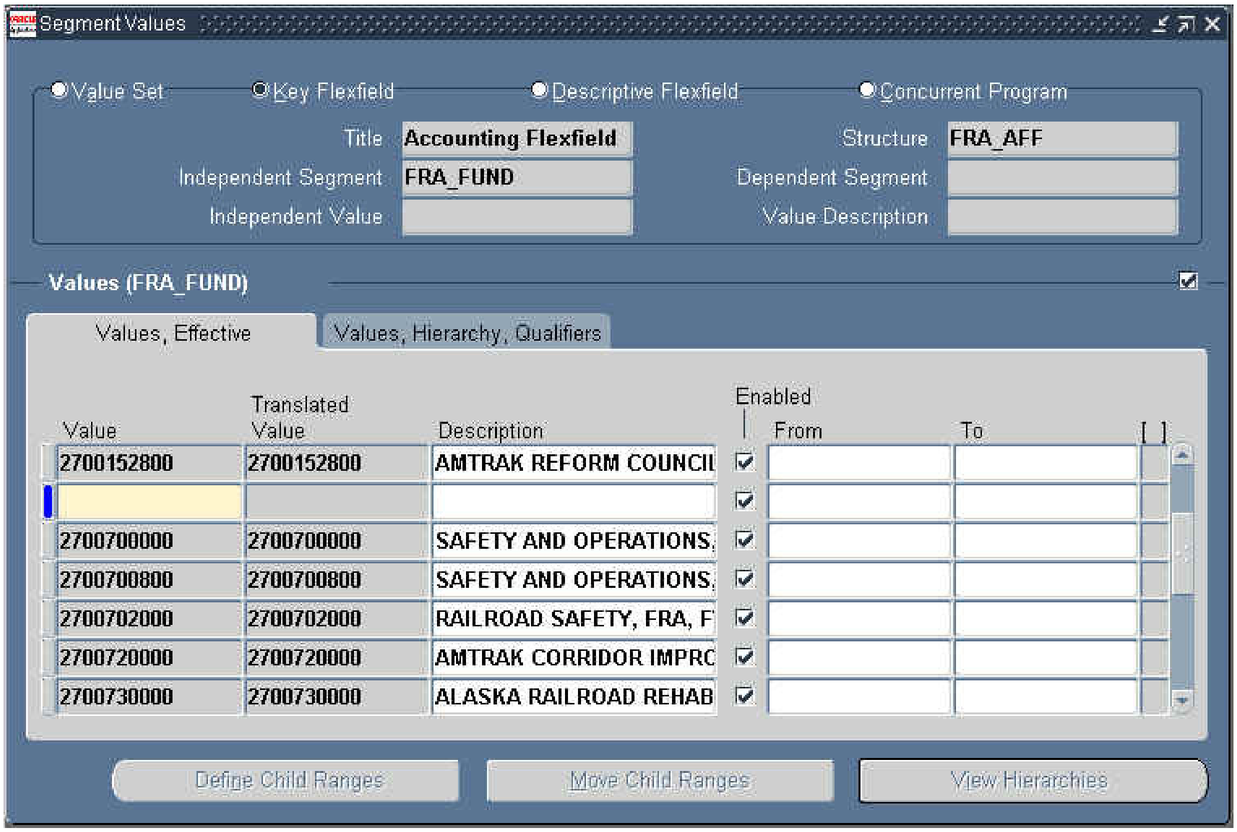
Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
Find Key Flexfield Segment



1. Using the grid below, enter the needed information and click (B) Find.

FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Find Values By Area		
Select one of the following radio buttons		
Value Set Radio Buttons	Search criteria by Value Set.	No
Key Flexfield Radio Buttons	Search criteria by Accounting Flexfield segment, such as, Fund, Budget Year, Bpac.	Yes
Descriptive Flexfield Radio Buttons	Search criteria by Descriptive Flexfield.	No
Concurrent Program Radio Buttons	Search criteria by Concurrent Program.	No
Selection Criteria		
Application	Leave this field blank.	No
Title	Leave this field blank.	No

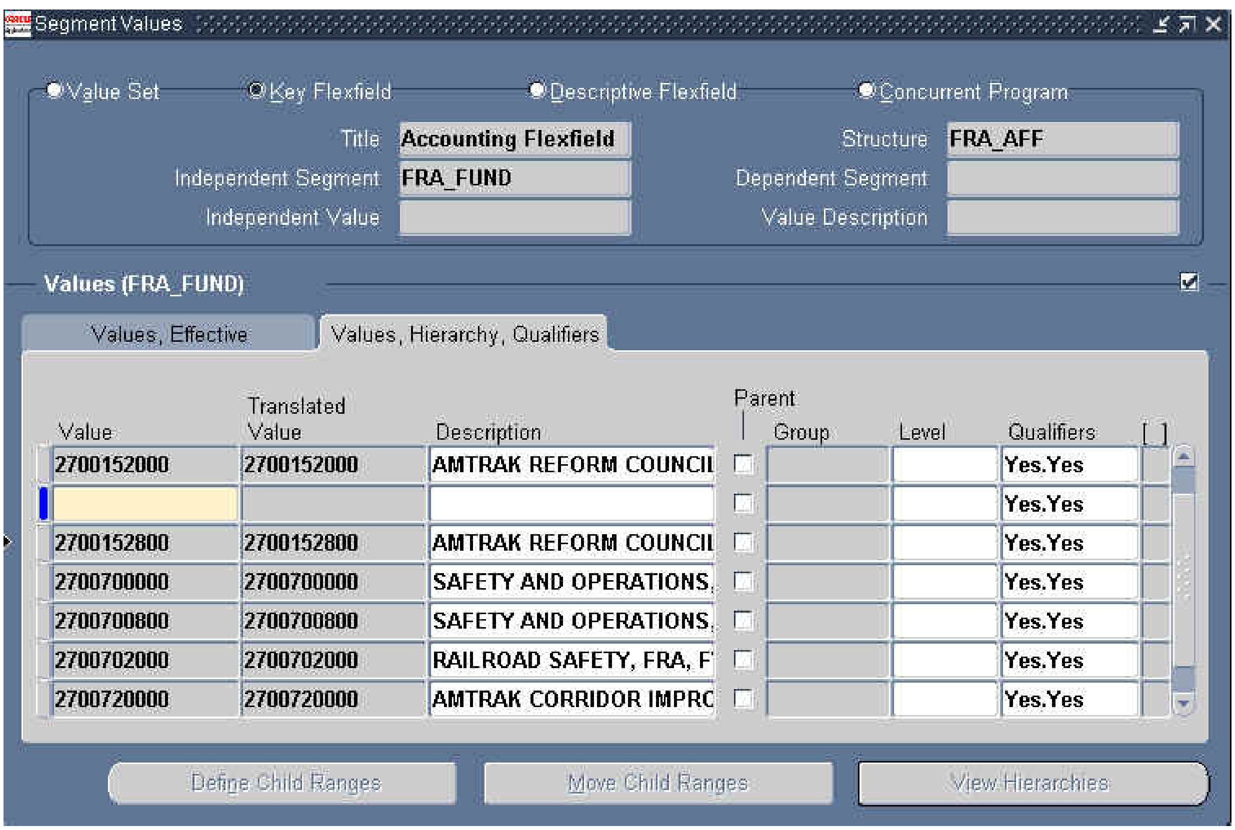
Structure	Leave this field blank.	No
Segment	Enter the appropriate Accounting Flexfield segment you desire. Example: FRA_FUND, FRA_BUDGET_YEAR	Yes
Independent Value	Leave this field blank.	No
Value	Leave this field blank.	No
Description	Leave this field blank.	No



2. Select (M) Add New Record to insert a new value. Using the grid below, enter the needed information.

SEGMENT VALUES		
Field Name	**Comments**	**Required?**
Value Set	This field is system generated from the previous screen.	No
Key Flexfield	This field is system generated from the previous screen. This value should be checked.	Yes
Descriptive Flexfield	This field is system generated from the previous screen.	No
Concurrent Program	This field is system generated from the previous screen.	No
Title	This field is system generated from the previous screen. This should read "Accounting Flexfield."	Yes
Independent Segment	This field is system generated from the previous screen. This should read FRA_FUND.	Yes

Independent Value	This field is system generated from the previous screen.	No
Structure	This field is system generated from the previous screen. This should read FRA_AFF.	Yes
Dependent Segment	This field is system generated from the previous screen.	No
Value Description	This field is system generated from the previous screen.	No
Values Area		
Values, Effective TAB		
Value	This is a 10 byte segment which contains the actual value of a child or parent. Example: 2710700000 Fund Value	Yes
Translated Value	Same information as Value.	Yes
Description	Enter a description for the value.	Yes
Enabled	Check this box if this is a valid value.	Yes
From	This date is used only if you want to end date or no longer use a value.	No
To	This date is used only if you want to end date or no longer use a value.	No



Values, Hierarchy, Qualifiers TAB		
Parent	Check this box only if the value is a Parent.	No
Group	If this value belongs to a Roll-Up Group for reporting purposes then you would but the name of the Roll-Up Group in this field.	No

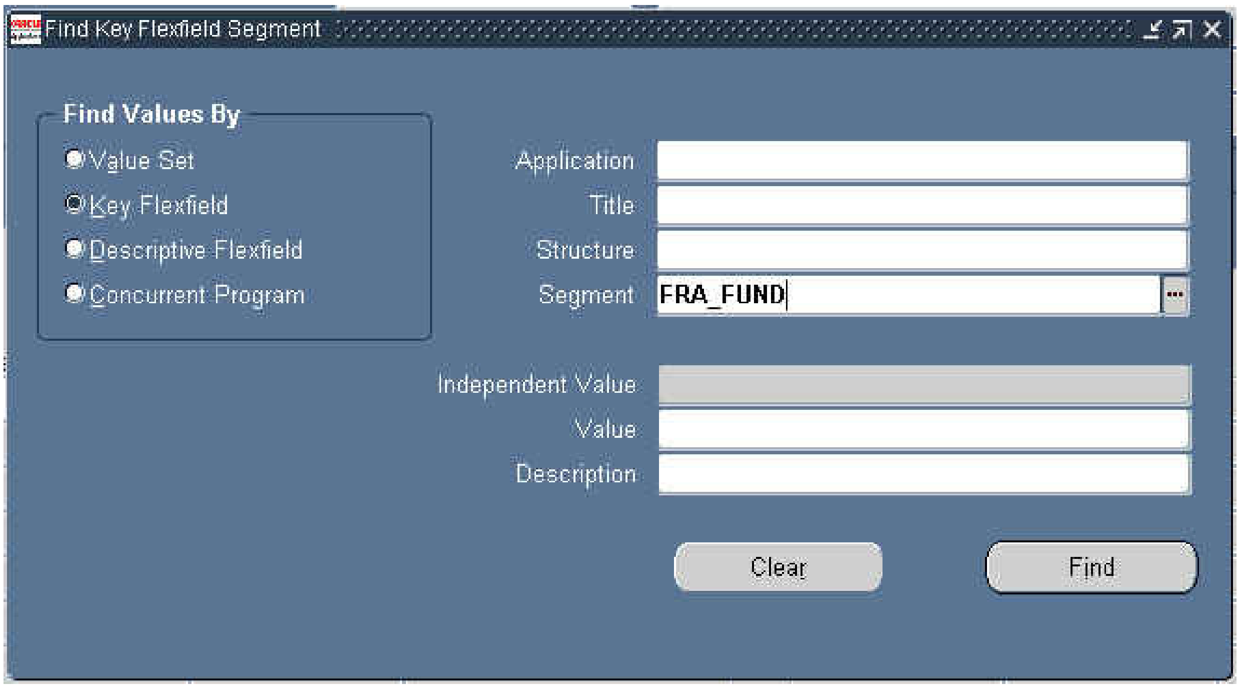
Level	This is currently not being used in Oracle Federal Financials.	No
Qualifiers	For children you would want to Allow Budgeting and Allow Posting however, on a Parent you would want to say No/No.	Yes

3. Save your work.

Assigning Accounting Flexfield Child Values to Parent Values

Find Key Flexfield Segment

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
Find Key Flexfield Segment



1. Using the grid below, enter the needed information and click (B) Find.

FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Find Values By Area		
Select one of the following radio buttons		
Value Set Radio Buttons	Search criteria by Value Set.	No
Key Flexfield Radio Buttons	Search criteria by Accounting Flexfield segment, such as, Fund, Budget Year, BPAC.	Yes
Descriptive Flexfield Radio Buttons	Search criteria by Descriptive Flexfield.	No
Concurrent Program Radio Buttons	Search criteria by Concurrent Program.	No
Selection Criteria Area		
Application	Leave this field blank.	No
Title	Leave this field blank.	No

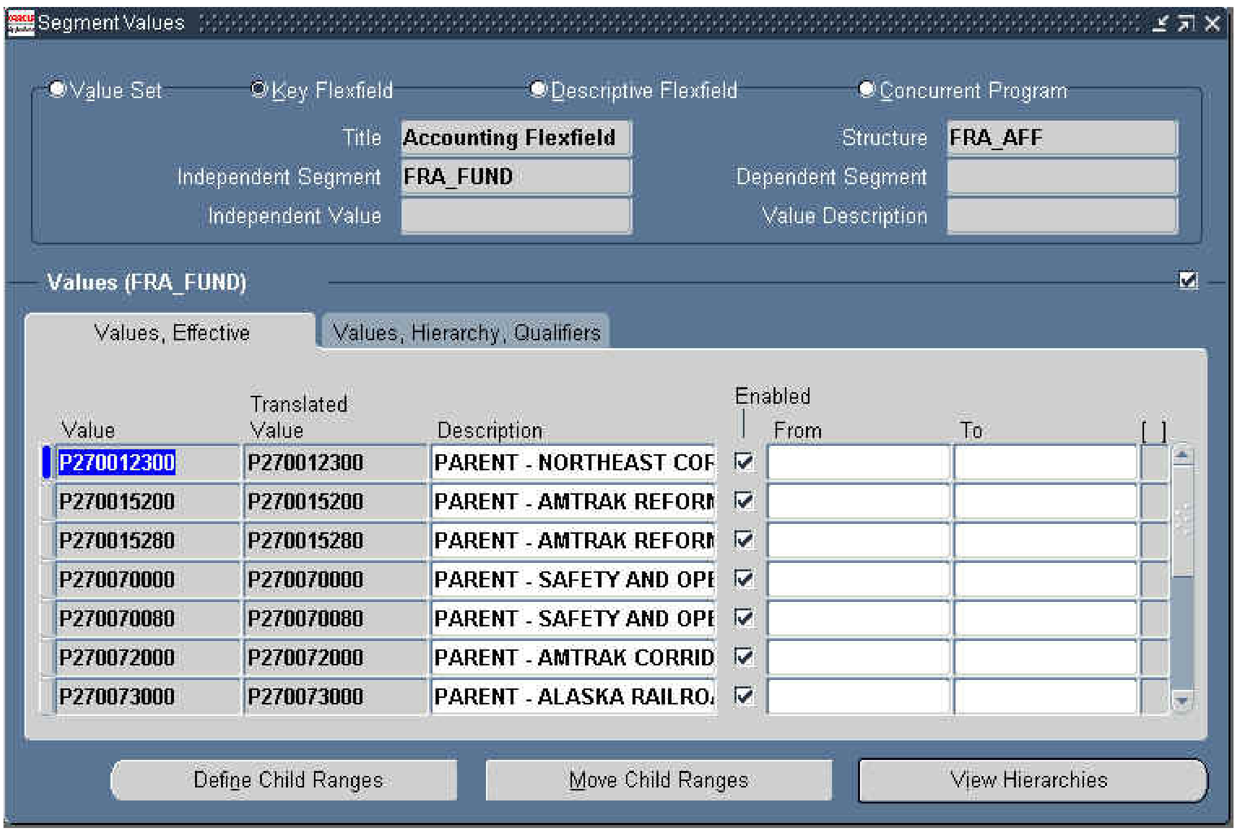
Structure	Leave this field blank.	No
Segment	Enter the appropriate Accounting Flexfield segment you desire. Example: FRA_FUND, FRA_BUDGET_YEAR	Yes
Independent Value	Leave this field blank.	No
Value	Leave this field blank.	No
Description	Leave this field blank.	No

Oracle Public Sector General Ledger

N → Setup → Financials → Flexfields → Key → Values

B → Find

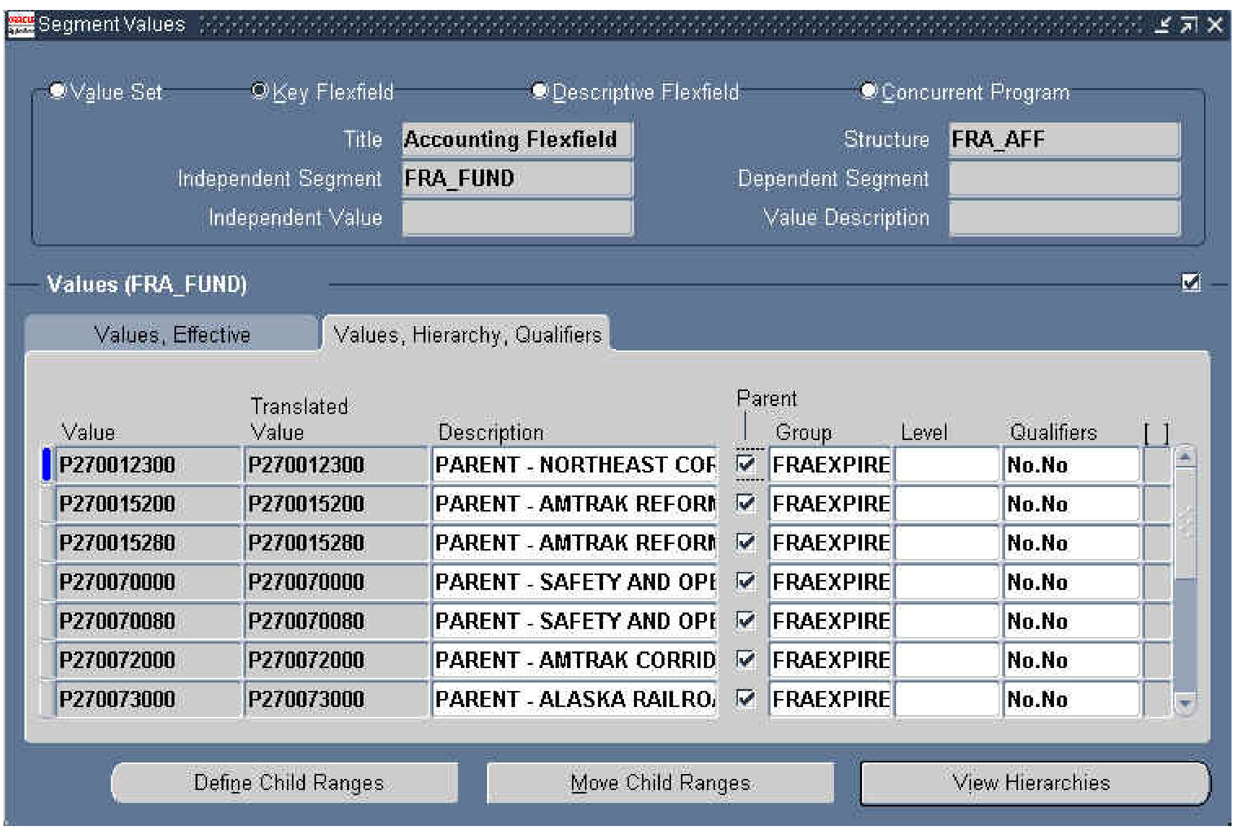
Segment Values



1. Using the grid below, enter the needed information.

SEGMENT VALUES		
Field Name	**Comments**	**Required?**
Value Set	This field is system generated from the previous screen.	No
Key Flexfield	This field is system generated from the previous screen. This value should be checked.	Yes
Descriptive Flexfield	This field is system generated from the previous	No

	screen.	
Concurrent Program	This field is system generated from the previous screen.	No
Title	This field is system generated from the previous screen. This should read "Accounting Flexfield."	Yes
Independent Segment	This field is system generated from the previous screen. This should read FRA_FUND.	Yes
Independent Value	This field is system generated from the previous screen.	No
Structure	This field is system generated from the previous screen. This should read FRA_AFF.	Yes
Dependent Segment	This field is system generated from the previous screen.	No
Value Description	This field is system generated from the previous screen.	No
Values Area		
Values, Effective TAB		
Value	Enter the parent value.	Yes
Translated Value	Same information as Value.	Yes
Description	Enter a description for the value.	Yes
Enabled	Check the box if this is a valid value.	Yes
From	This date is used only if you want to end date or no longer use a value.	No
To	This date is used only if you want to end date or no longer use a value.	No

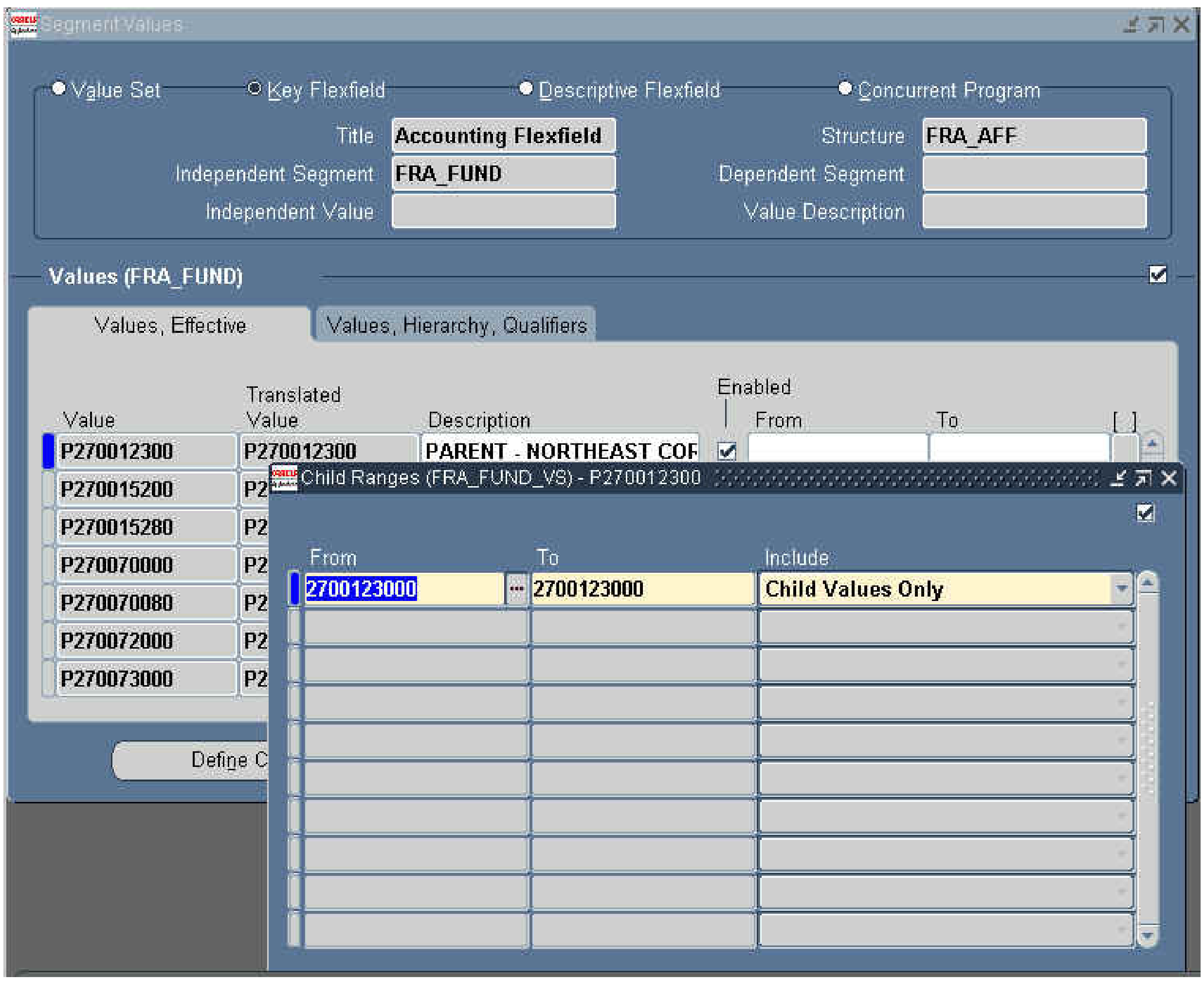


Values, Hierarchy, Qualifiers TAB		
Parent	Check this box only if the value is a Parent.	No
Group	If this value belongs to a Roll-Up Group for reporting purposes then you would but the name of the Roll-Up Group in this field.	No
Level	This is currently not being used in Oracle Federal Financials.	No
Qualifiers	For children you would want to Allow Budgeting and Allow Posting however, on a Parent you would want to say No/No.	Yes

2. Enter the Parent Value. Before entering the parent value query the Value field to ensure the parent value has not previously been setup.

   (M) View → Query By Example: Enter, Enter the value, and (M) View → Query by Example: Run to execute

3. Click (B) Define Child Ranges.



4. Enter the new child value for this parent. A single child value or a child value range can be entered in the From and To fields.

5. Save your work.

6. Select (M) File: Close Form. You will receive the following message:

7. Select (B) OK. Submits the "Compile Value Set Hierarchies" process. No output is generated.

Notification of New Segment Values

For purposes of this discussion, there are two types of segment values

- those that are DELPHI system office maintained
- those that are maintained by the operating administration using DELPHI.

Steps for Type 1: DELPHI Maintained Flexfield Segment Values

- Need for a new Budget Year, Object Class or SGL Account is requested through Kintana by the user.
- Kintana is routed to the Application Lead for assignment.
- A team member is assigned to complete the Kintana request action.
- On-line Tutor is updated if needed.
- Notifications of changes impacting users appear daily on their DELPHI Home page.

Steps for Type 2: User Maintained Flexfield Segment Values

- Additions of a new Fund, BPAC, or Organization are initially added to the segment value set by the user.
- IMPORTANT: Multiple set-up steps are accomplished by the DELPHI System Office across the modules depending on agency use of the system. Therefore, it is imperative for the user to notify DELPHI whenever any new values are added.
- Kintana request issued by the User to Notify DELPHI Application Leads of action taken to add or change a Fund, BPAC or Organization value.
- The user needs to answer certain questions for the DELPHI team depending on which value set is updated.

  Example: Fund Value Added

  Kintana should reflect response to the following questions:

  Is anyone paid by the payroll system using this fund?

  Is there any Project Module use with this fund?

  Could there be 1099's issued for activity associated with this fund?

  Is there a need for Account Receivable updates?

Notification of New Segment Values

Note: Timely issuance of the Kintana to notify the system will prevent adverse system actions and labor intensive clean-up to occur. One example is that payroll may not post and transactions would need to be corrected individually by the user. Also, SF224 could be out of balance since DELPHI updates the 224 definitions with the new funds.

Lab 1: Setting Up New Segment Values

For the following lab, use the database and login information assigned by your instructor. Use the General Ledger Systems Accountant responsibility.

Note: Throughout this lab, replace the blanks in the value with your terminal ID #.

Step 1: Define New Child Segment Values

1. Enter a new Fund Value with the following information:

   - Use the following values under Values, Effective Tab:
     - **Value:** 2710700_ _D
     - **Translated Value:** 271070_ _D
     - **Description:** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT
     - **Enable:** Check this box

   - Use the following values under Values, Hierarchy, Qualifiers TAB:
     - **Qualifiers:**
       Allow Budgeting: Yes
       Allow Posting: Yes

   - Use the following values under Values, Effective Tab:
     - **Value:** 2710700_ _R
     - **Translated Value:** 271070_ _R
     - **Description:** SAFETY AND OPERATIONS, FRA, FY-01, REIMBURSABLE
     - **Enable:** Check this box

   - Use the following values under Values, Hierarchy, Qualifiers TAB:
     - **Qualifiers:**
       Allow Budgeting: Yes
       Allow Posting: Yes

Step 2: Assign Newly Created Child Accounting Flexfield Values to Parent Value

1. Create a parent Fund Value using the following value information:

   - Use the following values under Values, Effective TAB:
     - **Parent Fund Value:** P271070_ _Z
     - **Translated Value:** P271070_ _Z
     - **Description:** PARENT - SAFETY AND OPERATIONS, FRA, FY-01
     - **Enable:** Check this box

   - Use the following values under Values, Hierarchy, Qualifiers TAB:
     - **Qualifiers:**
       Allow Budgeting: No
       Allow Posting: No

2. Assign the Fund Values created in Step 1, Task 1 to the Parent Fund Value created in Step 2, Task 1:
   - **Fund Values:** 2710700_ _D
     2710700_ _R

Step 3: Notification of New Fund to DELPHI System Office

Create a Kintana request using the following information:

- Your new fund pays contractors.
- Your new fund pays employees in your Atlanta office.
- Your new fund has reimbursable activity.

If Kintana is not available for this lab, answer the following questions:

- Is anyone paid by the payroll system using this fund?
- Is there any Project Module use with this fund?
- Could there be 1099's issued for activity associated with this fund?
- Is there a need for Account Receivable updates

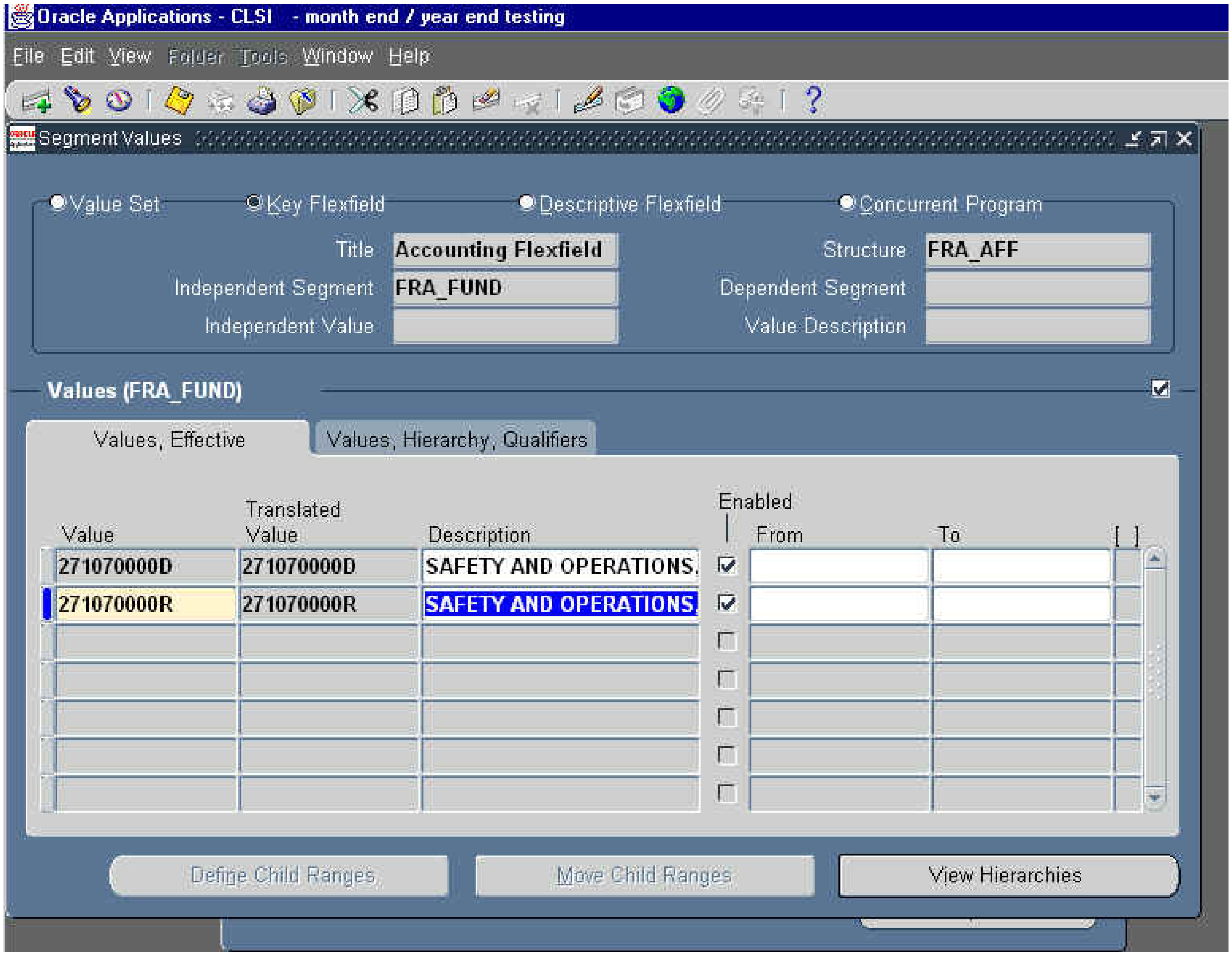
Lab 1 Solutions: Setting Up New Segment Values

Step 1: Define New Child Segment Values

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
Find Key Flexfield Segment

1. Enter FRA_FUND in the Segment field.
2. Select (B) Find.
3. Enter the following Direct values for Values, Effective TAB:
   - **Value:** 2710700_ _D
   - **Translated Value:** 2710700_ _D
   - **Description:** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT
   - **Enable:** Check this box
4. Enter the following Reimbursable values for Values, Effective TAB:
   - **Value:** 2710700_ _R
   - **Translated Value:** 2710700_ _R
   - **Description:** SAFETY AND OPERATIONS, FRA FY-01, REIMBURSABLE
   - **Enable:** Check this box
5. Compare your screen with the following screen.

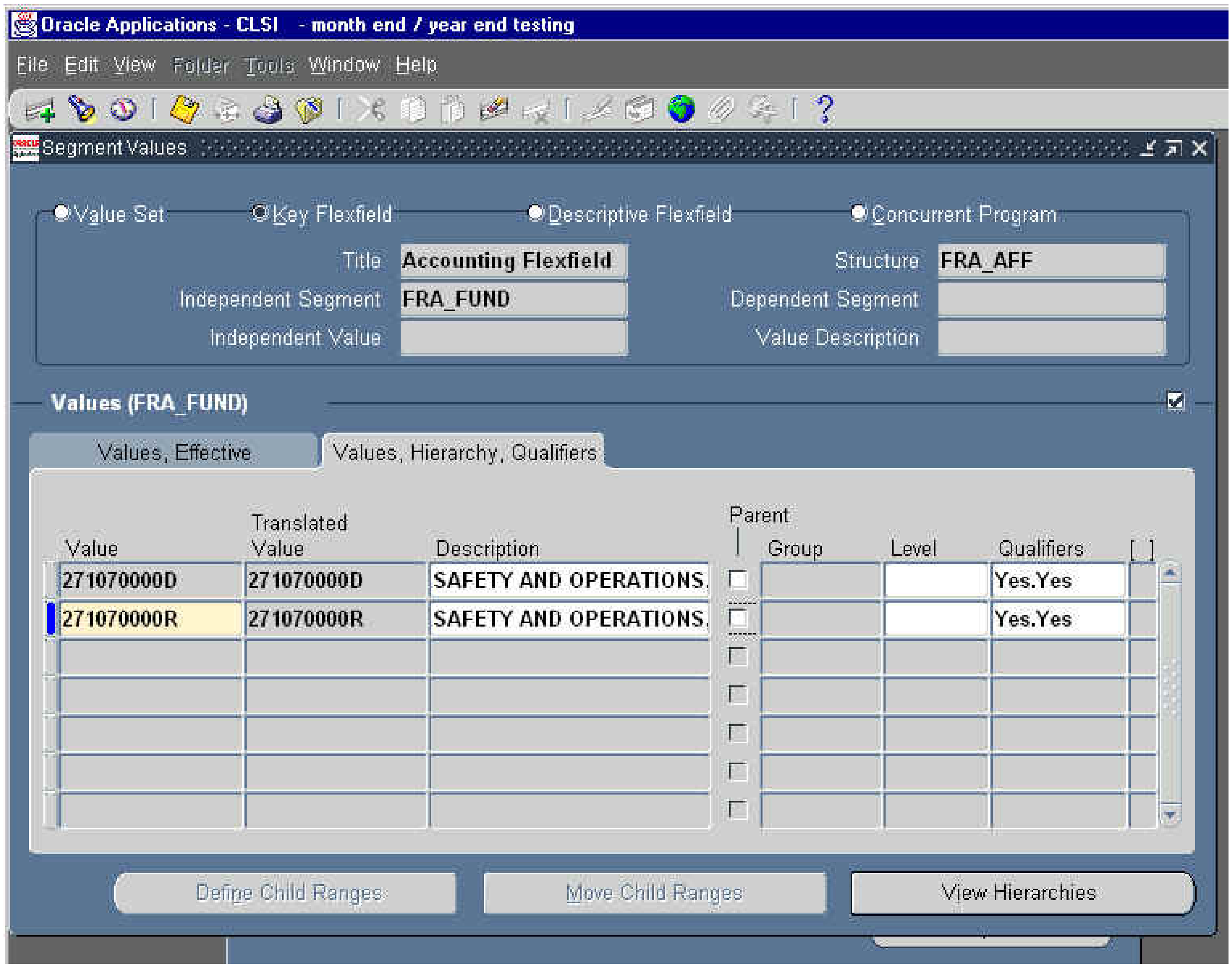
Lab 1 Solutions: Setting Up New Segment Values



6. Enter the following values for both Direct and Reimbursable values for Values, Hierarchy, Qualifiers Tab:
   - **Qualifiers, Allow Budgeting:** Yes
   - **Qualifiers, Allow Posting:** Yes

Lab 1 Solutions: Setting Up New Segment Values

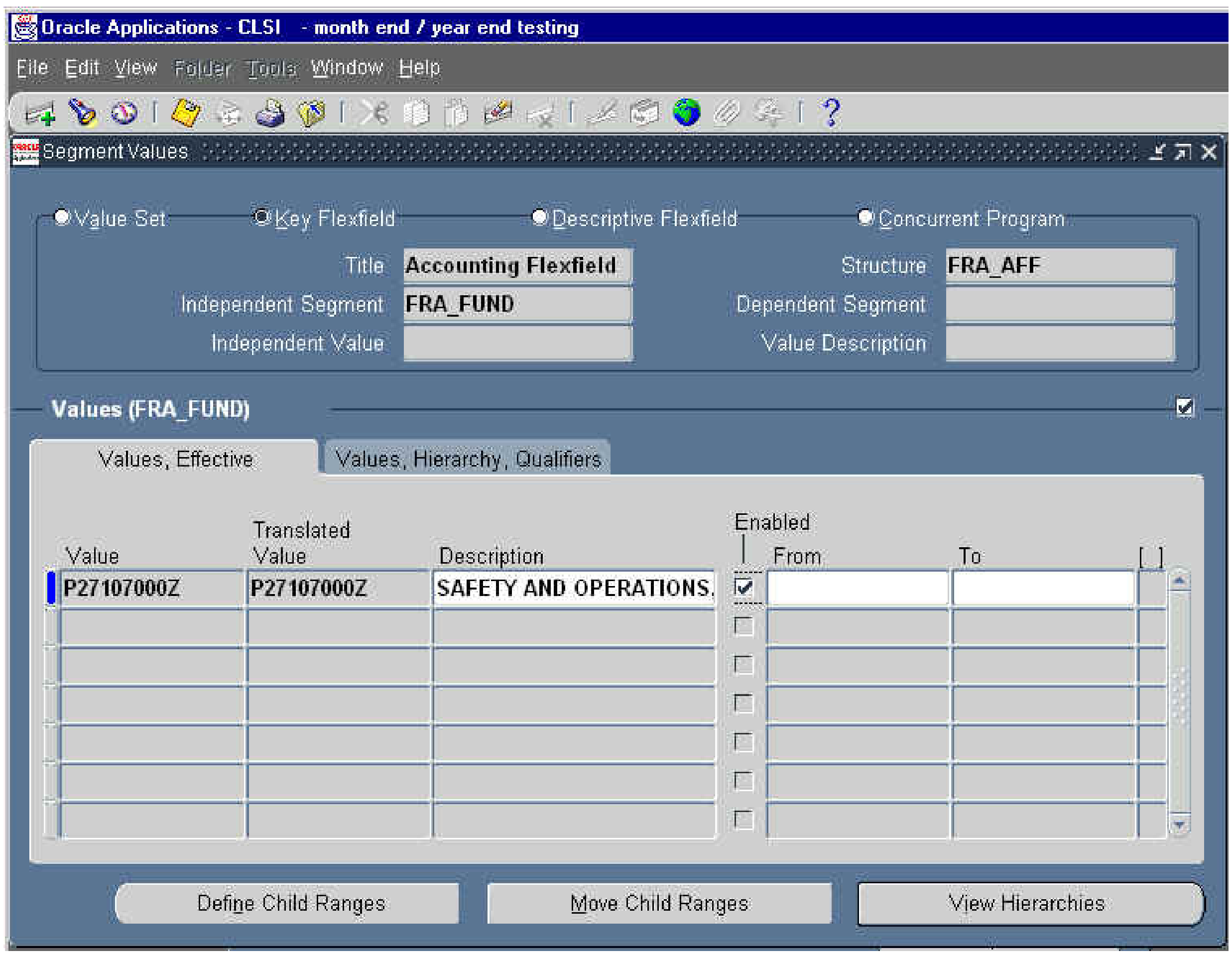
7. Compare your screen with the following screen:



Step 2: Assign Newly Created Child Accounting Flexfield Values to Parent Values

1. Compare your screens with the following screens.

   - Enter the Parent Fund Value for the Values, Effective TAB.
     - **Parent Fund Value:** P271070_ _Z
     - **Translated Value:** P271070_ _Z
     - **Description:** PARENT - SAFETY AND OPERATIONS, FRA, FY-01
     - **Enable:** Check this box



Lab 1 Solutions: Setting Up New Segment Values

Parent Value

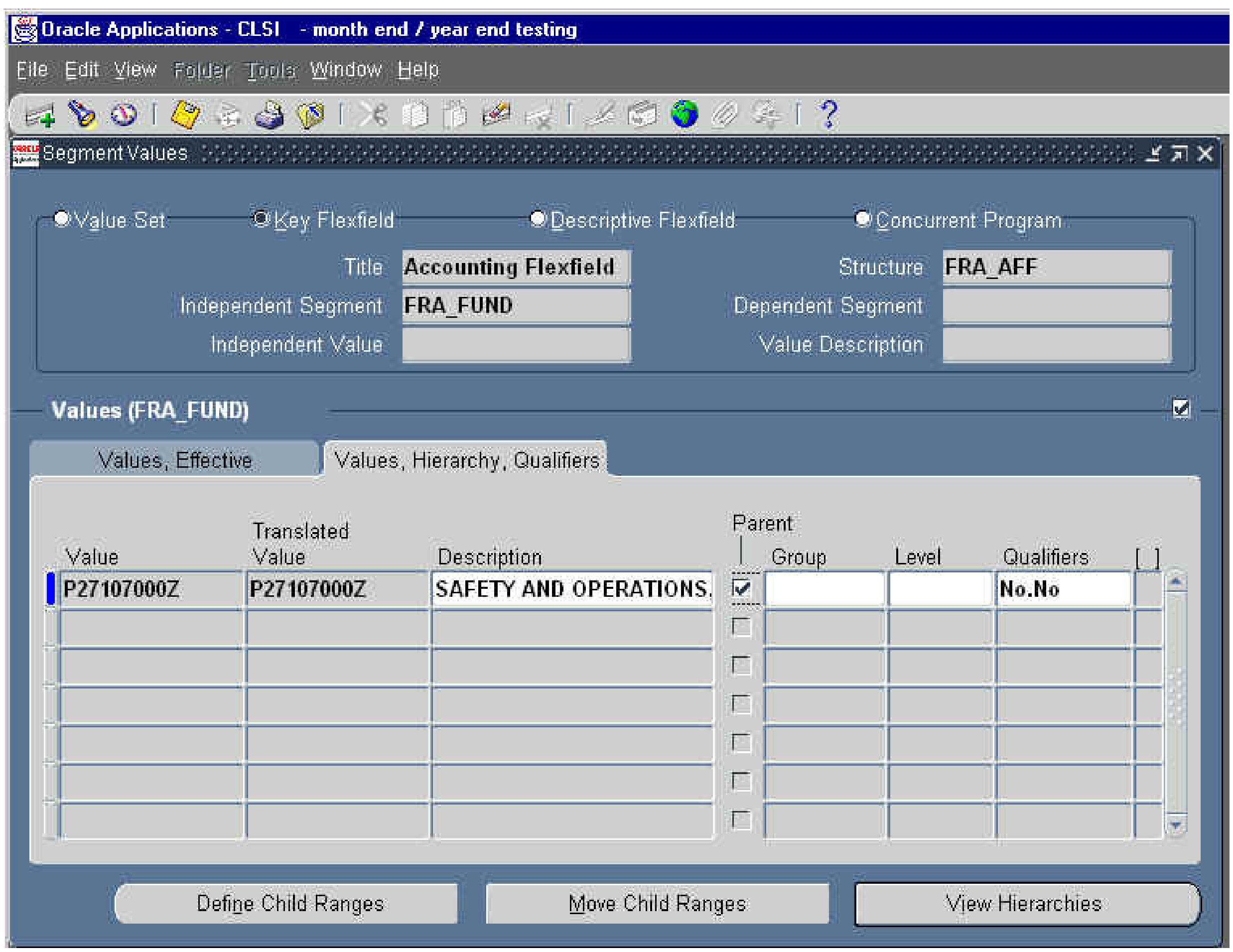
Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
Find Key Flexfield Segment

1. Enter FRA_FUND in the Segment field.

2. Select (B) Find.

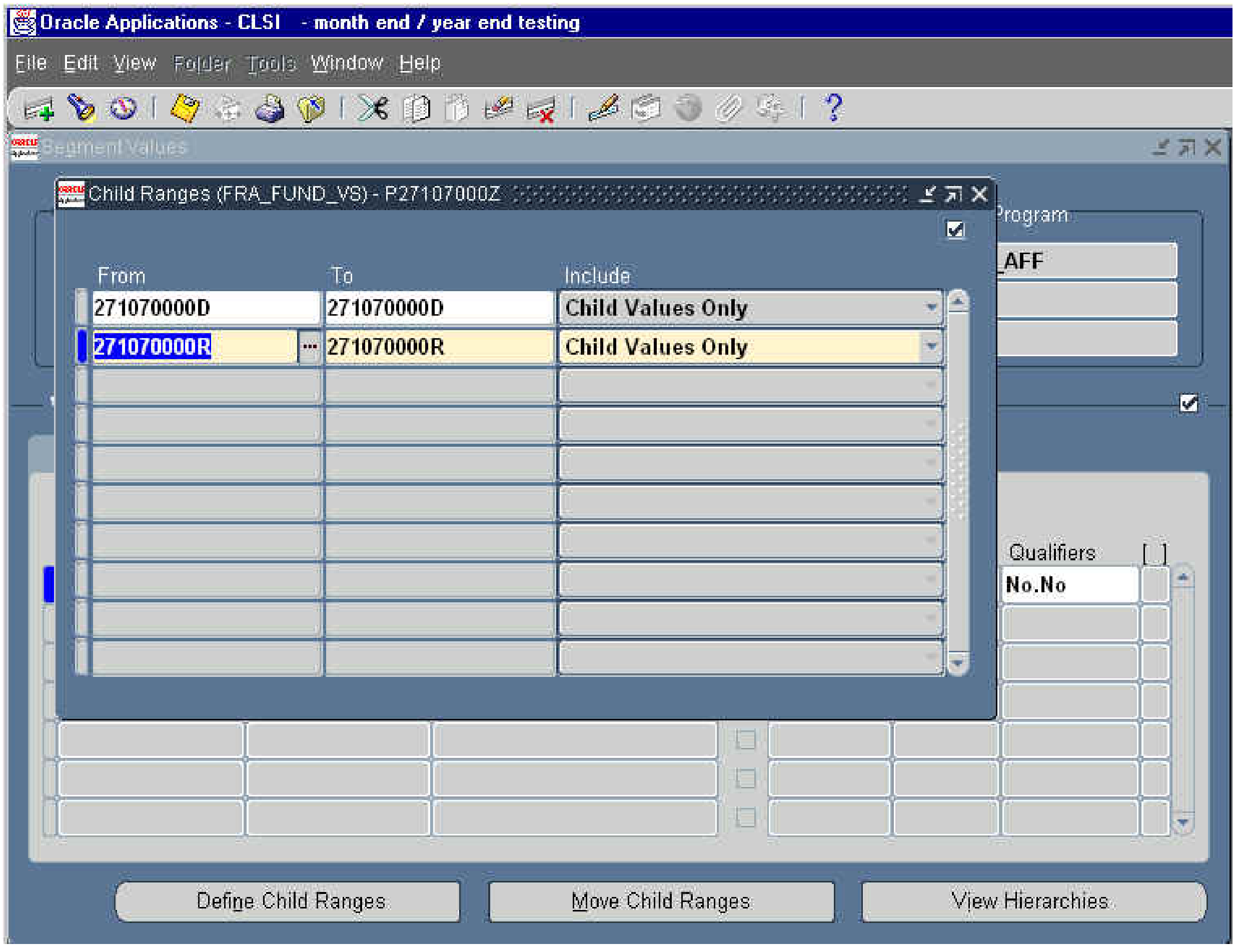
3. Enter the Parent Value for the Values, Hierarchy, Qualifiers TAB.
   - **Qualifiers, Allow Budgeting:** Yes
   - **Qualifiers, Allow Posting:** Yes

4. Compare your screen with the following screen:



5. Assign Child Values to a parent.
   - **Parent Fund Value:** P271070_ _Z
   - **Fund Values:** 2710700_ _D
     2710700_ _R

6. Compare your screen with the following screen.



Step 3: Notification of New Fund to DELPHI System Office

Is anyone paid by the payroll system using this fund?
- Yes

Is there any Project Module use with this fund?
- Yes

Could there be 1099's issued for activity associated with this fund?
- Yes

Is there a need for Account Receivable updates?
- Yes

Defining Cross-Validation Rules

Cross-Validation Rule Steps

The following are the steps used in defining Cross-Validation Rules:

1. Select the name and structure of your key flexfield for which you wish to define cross-validation rules. Your list only contains structures with the field Cross-Validation Multiple Segments set to Yes on the Key Flexfield Segments window.

2. Enter a unique name and a description for your cross-validation rule.

3. Enter your error message text for this cross-validation rule.

4. Your flexfield automatically displays this error message on the message line whenever a new combination of segment values violates your cross-validation rule. You should make your error messages as specific as possible so that your users can correct any errors easily.

5. Enter the name of the segment most likely to have caused this cross-validation rule to fail. Your flexfield leaves the cursor in this segment whenever a new segment combination violates this cross-validation rule to indicate where your user can probably correct the error. If you do not specify an error segment name, your flexfield leaves the cursor in the first segment of the flexfield window following a violation of this rule.

6. If you want to have the rule effective for a limited time, you can enter a start date and/or an end date for the rule. The rule is valid for the time including the From and To dates.

7. Define the cross-validation rule elements that make up your rule. See defining cross-validation rule elements below.

8. Save your changes.

Defining Cross-Validation Rule Elements

- Use this block to define the cross-validation rule elements that make up your cross-validation rule.

- You define a cross-validation rule element by specifying a value range that includes both a low and high value for each key segment.

- A cross-validation rule element applies to all segment values included in the value ranges you specify.

Note: There are two types of cross-validation rule elements. The valid types are:
- **Include** Your user can enter any segment value combinations that fall in the following range.
- **Exclude** Your user cannot enter any segment value combinations that fall in the following range.

Note: When you enter the Form (low) field, this window automatically displays a window that contains a prompt for each segment in your flexfield structure. You enter both the low and high ends of your value range in this window. After you finish entering your ranges, this zone displays your low segment values in concatenated window in the Low field and displays your high segment values similarly in the High field.

- You identify each cross-validation rule element as either Include and Exclude, where Include includes all values in the specified ranges, and Exclude excludes all values in the specified ranges.

- Every rule must have at least one Include rule element, since a rule automatically excludes all values unless you specifically include them.

- Exclude rule elements override Include rule elements.

Note: It is recommended that you define one all-encompassing Include rule element and several restricting Exclude rule elements.

Further Refinements of Rule Elements

- Enter the low end and the high end of your segment combination range. Neither the low nor the high combination has to be a valid key flexfield combination, nor do they need to be made up of valid segment values.

Note: A blank segment value (null value) is considered to fall within a range that has one or both ends specified as a blank. However, if all of your segments require a value, you would not be able to create a combination with a blank segment.

- You may use blank minimum or maximum segment values to create cross-validation rules that can test for blank segments (that are not already required to have a value). For example, if you allow a null value for your last optional segment but not the second-to-last optional segment, you would use a blank minimum or maximum value for the last segment but fill in a value (such as 000 or 999) for both the minimum and maximums for the second-to-last optional segment.

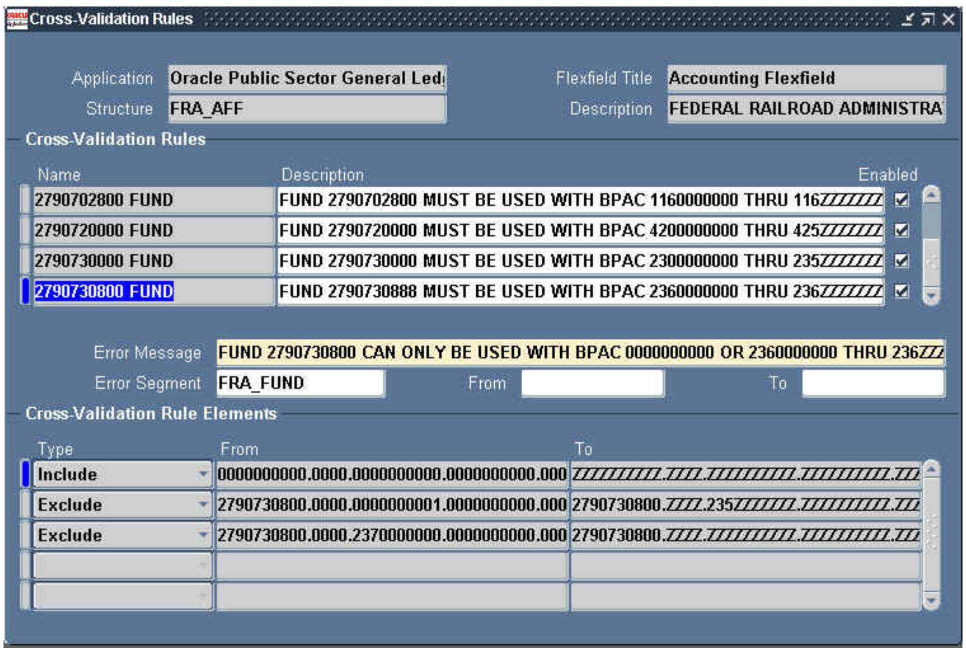
- If you want to specify a single combination to include or exclude, enter the same combination in both the Low and High fields.

- Disabled rules are ignored when your key flexfield validates a combination of segment values. Deleting the rule has the same effect, but you can re-enable a disabled rule.

Defining Cross-Validation Rules

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Rules
M→View→Find→Oracle Public Sector General Ledger Accounting Flexfield
Cross-Validation Rules

The Flexfield Structure must be frozen before defining cross-validation rules and the cross-validate segments checkbox must be enabled before beginning.



1. Using the grid below, query the application name and title and then enter the needed information.

CROSS VALIDATION RULES		
Field Name	**Comments**	**Required?**
Application	Query the Application field by selecting (M) File: Find and selecting Oracle Public Sector General Ledger from the Find Key Flexfield list of values.	Yes
Structure	This field is populated after selection has been made in the Application field.	Display Only
Flexfield Title	This field is populated after selection has been made in the Application field.	Display Only
Description	This field is populated after selection has been made in the Application field.	Display Only
Cross-Validation Rules Area		
Name	Enter the appropriate segment value or unique name.	Yes

Description	Enter a description of the cross-validation rule name.	Yes
Enabled	This checkbox is automatically enabled when a value is entered. When disabling a value, uncheck the box.	Yes
Error Message	Enter the error message that should be displayed if the rule is violated.	Yes
Error Segment	Enter the name of the segment most likely to cause this cross-validation rule to fail; Oracle General ledger moves the cursor to this segment whenever a new account combination violates this cross-validation rule.	Yes
From	Enter a beginning date range when disabling a value only.	No
To	Enter an ending date range when disabling a value only.	No
Cross-Validation Rule Elements Area		
Type	Select Include or Exclude and specify a range of accounts for each rule. Oracle General Ledger excludes all accounts that are not explicitly included. Exclude rule elements always override Include rule elements. Therefore, ensure that all acceptable segment values are in at least one Include element and not in any Exclude elements. DELPHI elects to include all values, then exclude values not desired.	Yes
From	Select the beginning account combination range from the LOV.	Yes
To	Select the ending account combination range by from the LOV.	Yes

After defining the cross-validation rules, the Flexfield Structure must be frozen and recompiled before the new validation rules will take effect.

IMPORTANT: Defining many simple rules rather that a few complex rules will make maintenance easier and help avoid unnecessary errors when running Journal Import with Validation. For consistency, always define the cross-validation rules with an Include statement that includes all possible combinations and one or more Exclude statements that restrict various segment value combinations.

Lab 2: Cross-Validation Setting Up Rules

Define Cross Validation Rules

1. Define cross validation rules between Fund and BPAC using the following information:
   - **Fund Value:** 271070000D
   - **BPAC:** 720202030A thru 720202030D
   - **Error Message:** FUND 271070000D CAN ONLY BE USED WITH BPAC 720202030A THRU 720202030D
   - **Error Segment:** FRA_BPAC

2. Define cross validation rules between BPAC and ORG using the following information:
   - **BPAC:** 720202030D
   - **ORG:** 50C800000B
   - **Error Message:** BPAC 720202030D CAN ONLY BE USED WITH ORG 50C800000B
   - **Error Segment:** FRA_ORG

3. Enter a journal entry to test your cross validation rules using the following information:

- Between Fund and BPAC:
  - **Fund:** 271070000D
  - **Budget Year:** 2001
  - **BPAC:** 7202020300
  - **ORG:** 50C800000B
  - **Object Class:** 21000
  - **SGL Account:** 61003600
  - **Future 1:** 0000000000
  - **Future 2:** 0000000000
  - **Future 3:** 0000000000
  - **Future 4:** 0000000000

- Between BPAC and ORG:
  - **Fund:** 271070000D
  - **Budget Year:** 2001
  - **BPAC:** 720202030D
  - **ORG:** 50C8000000
  - **Object Class:** 21000
  - **SGL Account:** 61003600
  - **Future 1:** 0000000000
  - **Future 2:** 0000000000
  - **Future 3:** 0000000000
  - **Future 4:** 0000000000

Lab 2 Solutions: Cross-Validation Setting Up Rules

Define Cross Validation Rules

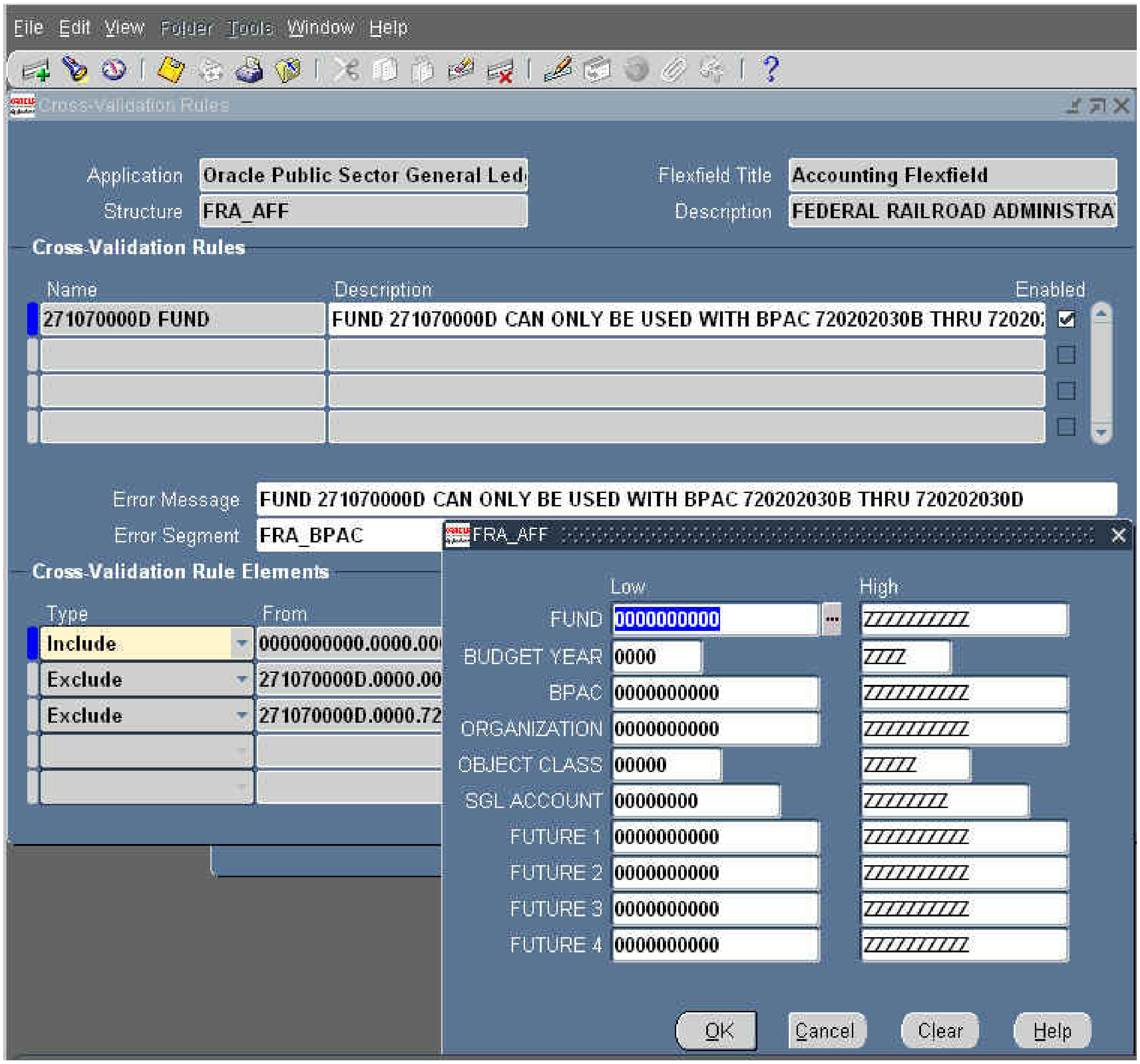
Fund to BPAC

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
M → View → Find → Oracle Public Sector General Ledger Accounting Flexfield
Cross-Validation Rules

1. Enter FRA_AFF Structure in the Segment field.
2. Select (B) Find.
3. Define cross validation rules between Fund and BPAC.
   - **Fund Value:** 271070000D
   - **BPAC:** 720202030A thru 720202030D
   - **Error Message:** FUND 271070000D CAN ONLY BE USED WITH BPAC 720202030A THRU 720202030D
   - **Error Segment:** FRA_BPAC

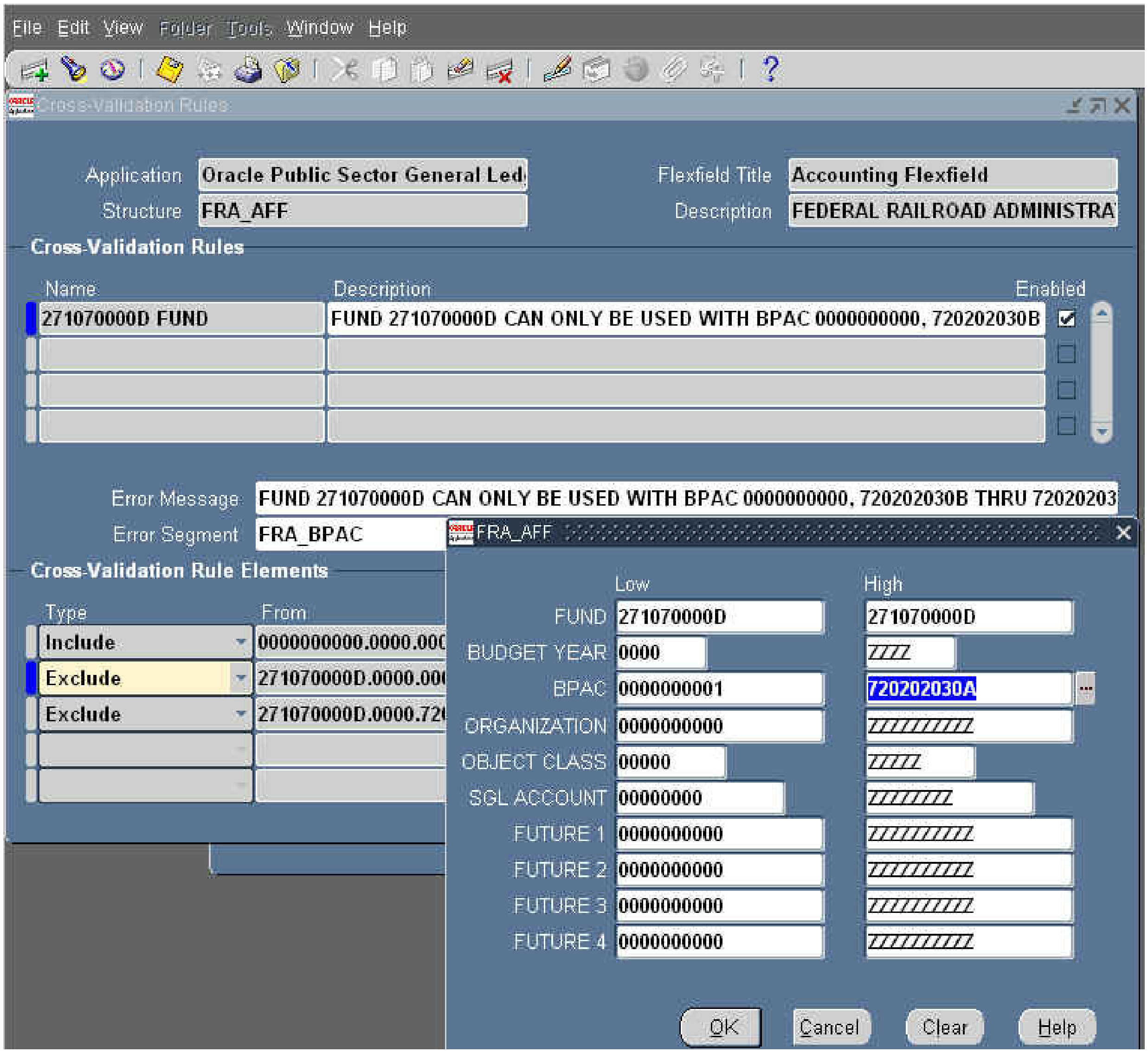
4. Compare your screens with the following screens.

Fund to BPAC Cross-Validation Rule Include Statement:

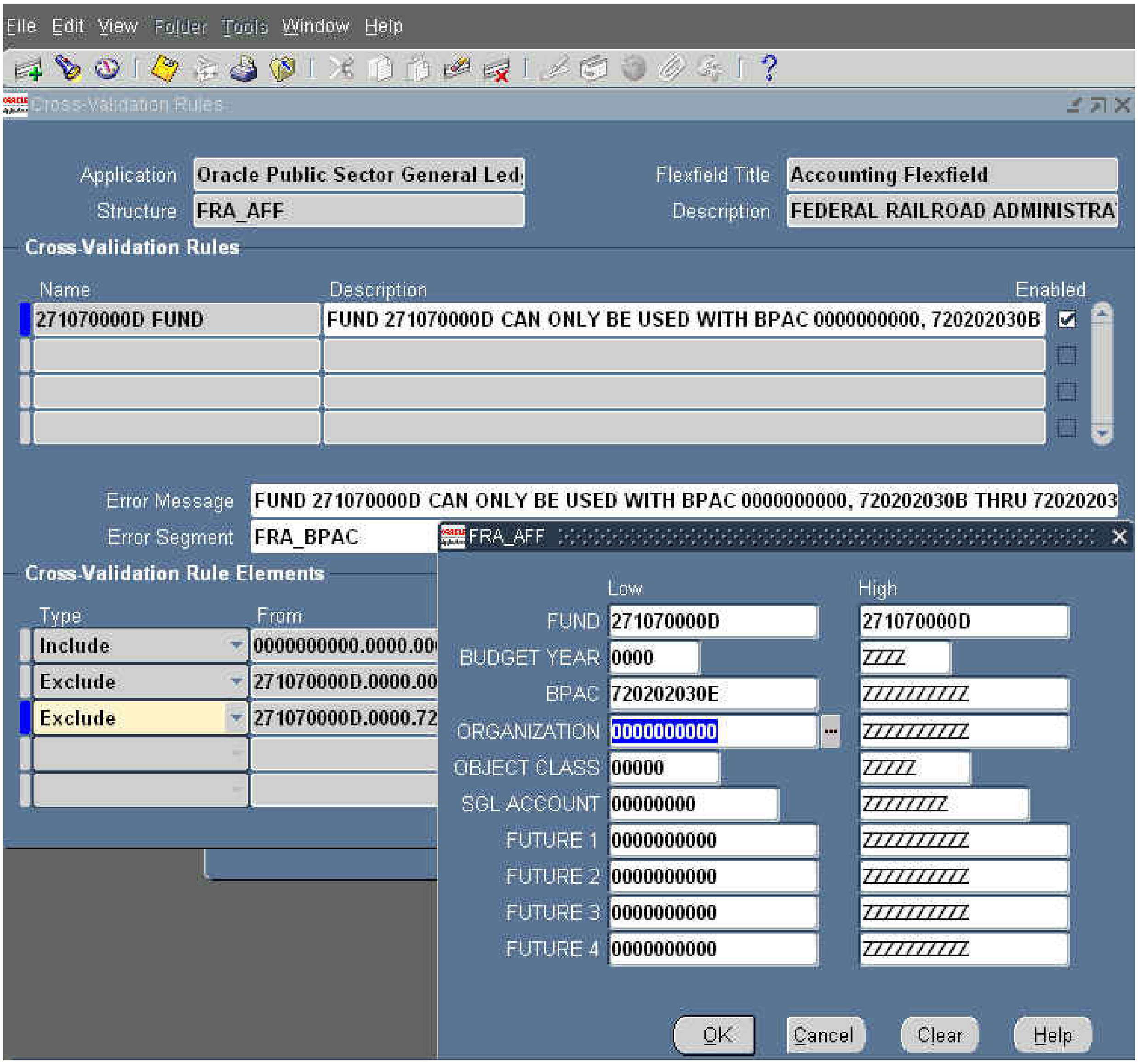


Lab 2 Solutions: Cross-Validation Setting Up Rules

Fund to BPAC Cross-Validation Rule First Exclude Statement:



Fund to BPAC Cross-Validation Rule Last Exclude Statement:



Lab 2 Solutions: Cross-Validation Setting Up Rules

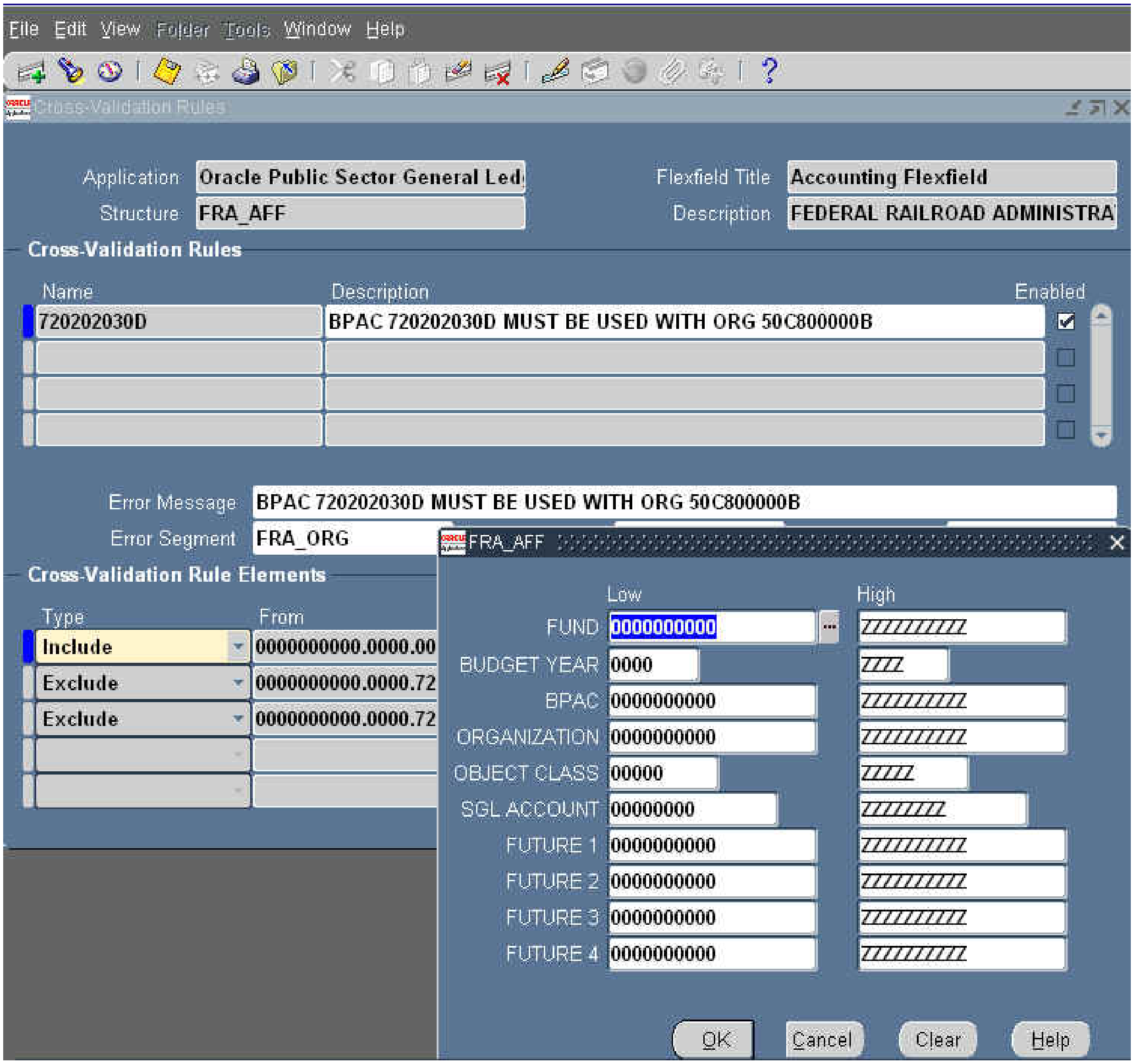
BPAC to ORG

1. Define cross validation rules between BPAC and ORG.
   - **BPAC:** 720202030D
   - **ORG:** 50C800000B
   - **Error Message:** BPAC 720202030D CAN ONLY BE USED WITH ORG 50C800000B
   - **Error Segment:** FRA_ORG

Lab 2 Solutions: Cross-Validation Setting Up Rules

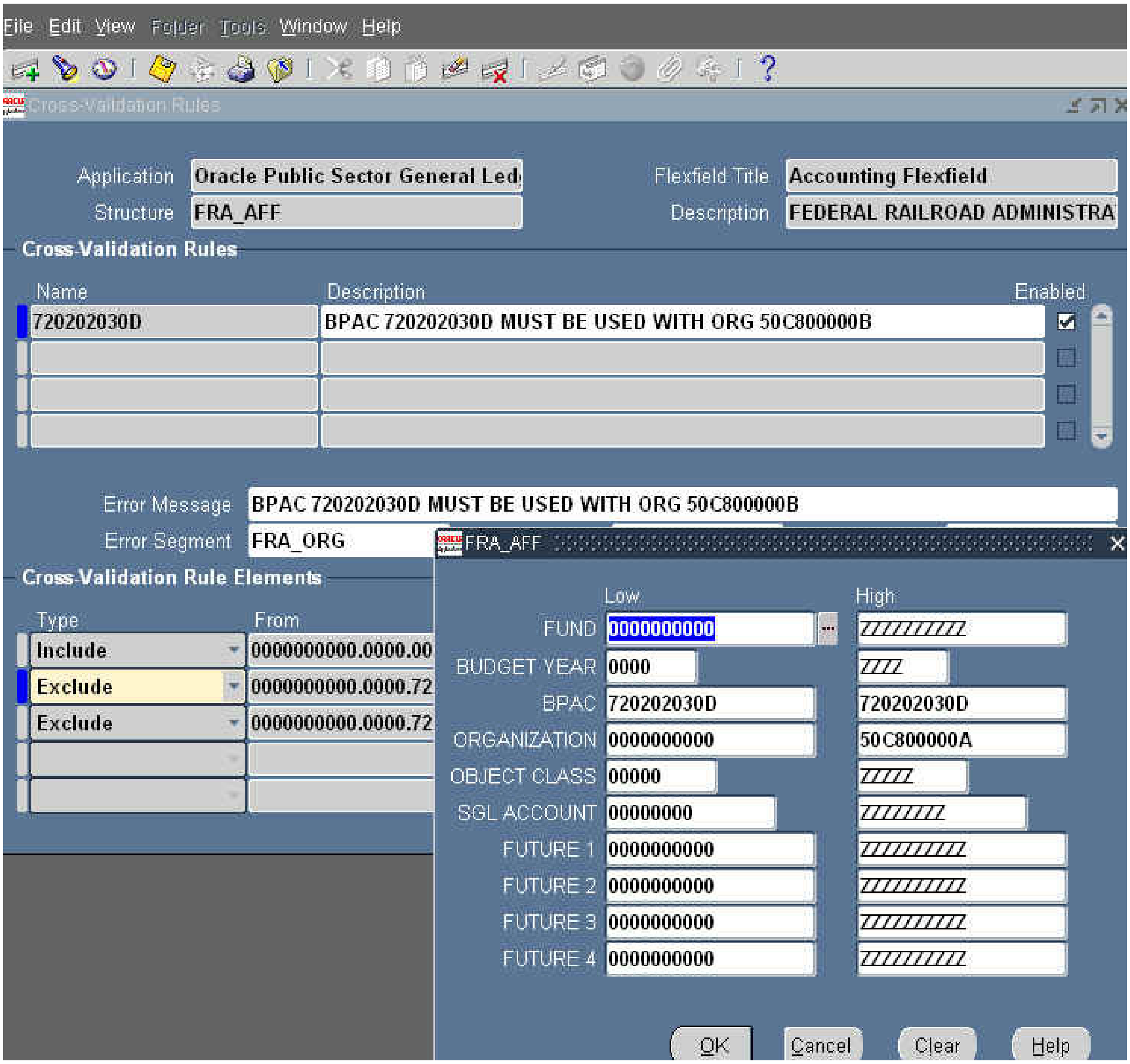
2. Compare your screens with the following screens.

   BPAC to ORG Cross-Validation Rule Include Statement:



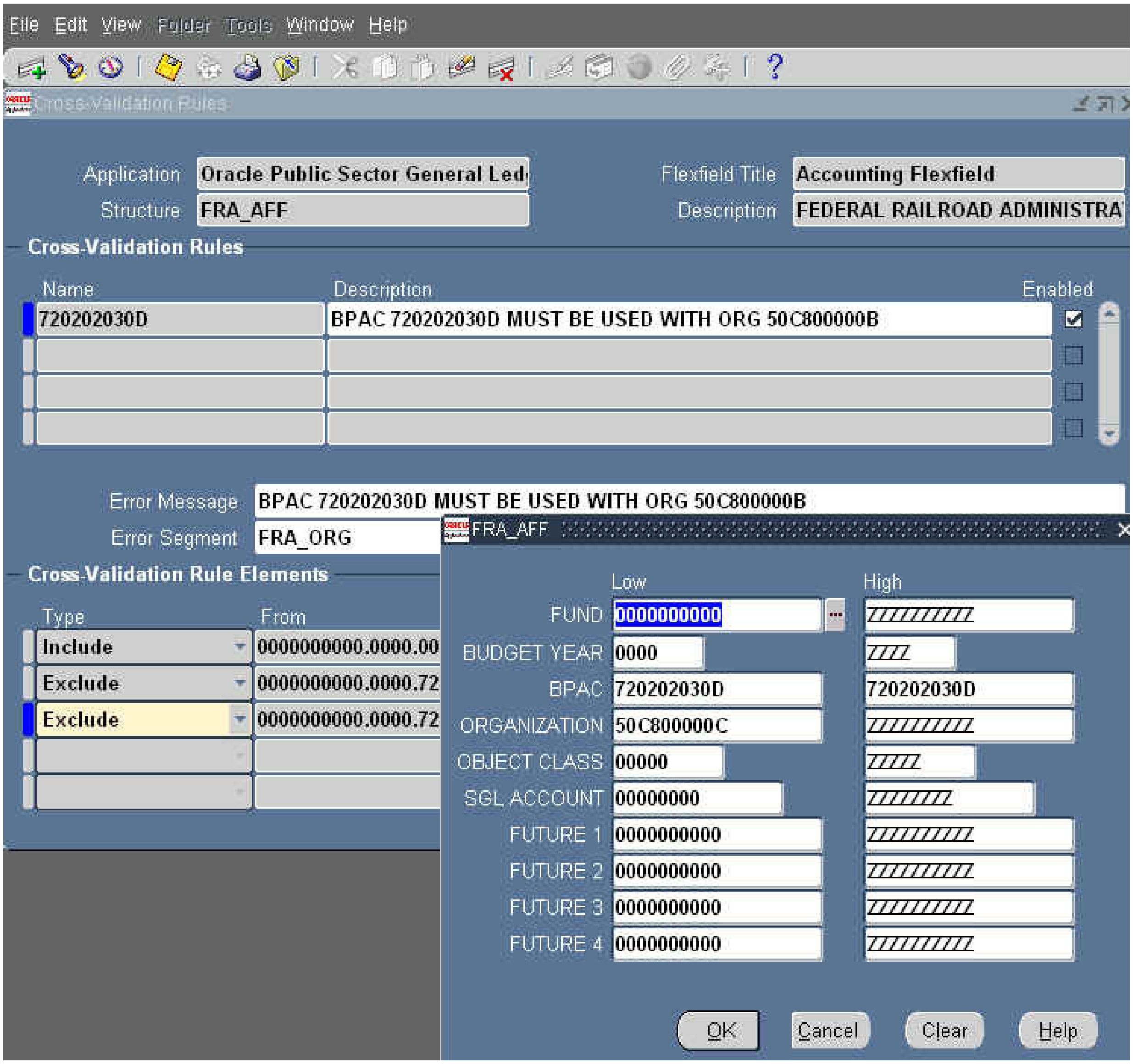
Lab 2 Solutions: Cross-Validation Setting Up Rules

BPAC to ORG Cross-Validation Rule First Exclude Statement:



Lab 2 Solutions: Cross-Validation Setting Up Rules

BPAC to ORG Cross-Validation Rule Last Exclude Statement:

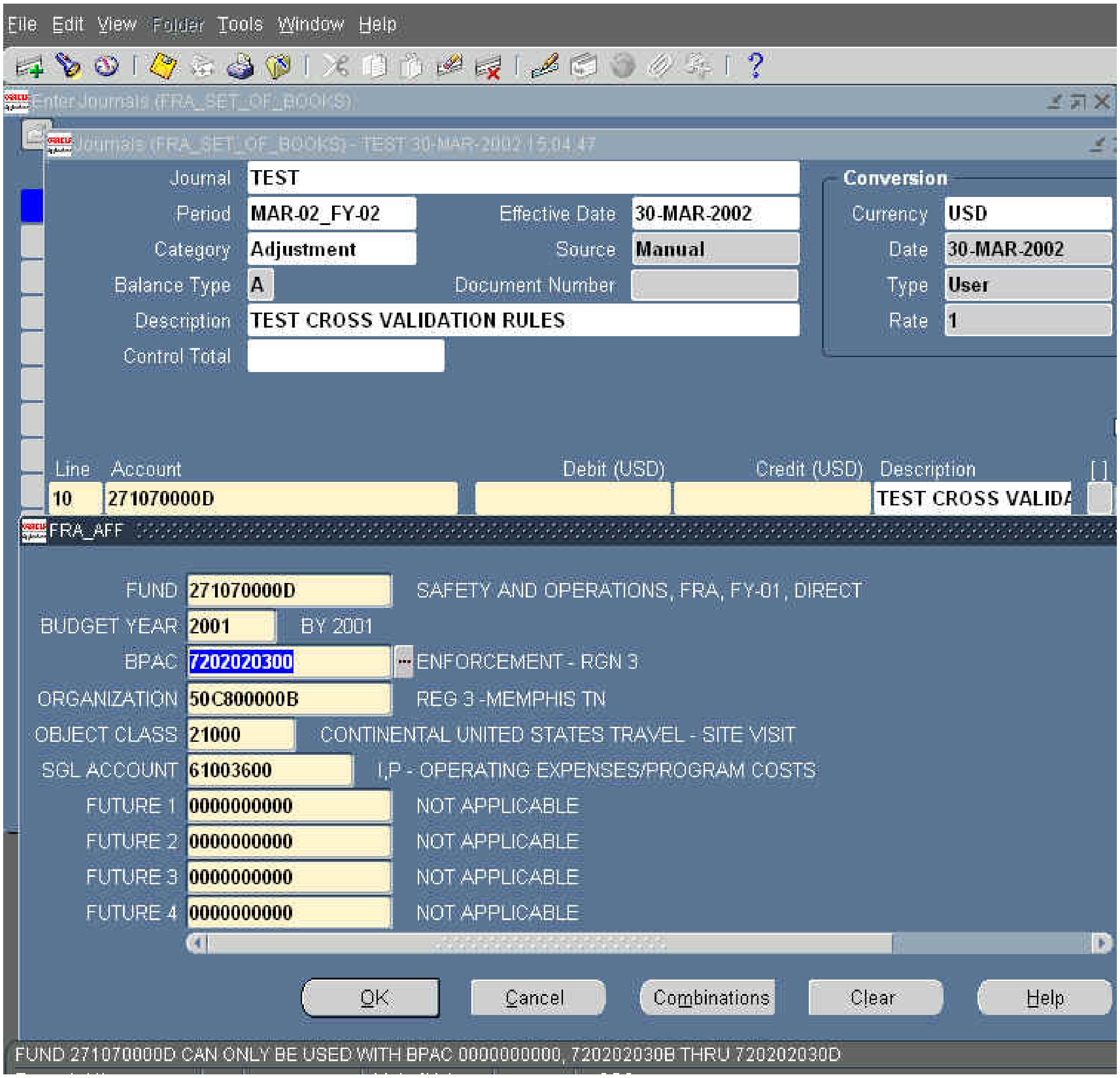


Lab 2 Solutions: Cross-Validation Setting Up Rules

Oracle Public Sector General Ledger
N → Journals → Enter
Find Journals

3. Test your cross validation rules between Fund and BPAC by entering a journal entry with the following values:
   - **Fund:** 271070000D
   - **Budget Year:** 2001
   - **BPAC:** 7202020300
   - **ORG:** 50C800000B
   - **Object Class:** 21000
   - **SGL Account:** 61003600
   - **Future 1:** 0000000000
   - **Future 2:** 0000000000
   - **Future 3:** 0000000000
   - **Future 4:** 0000000000

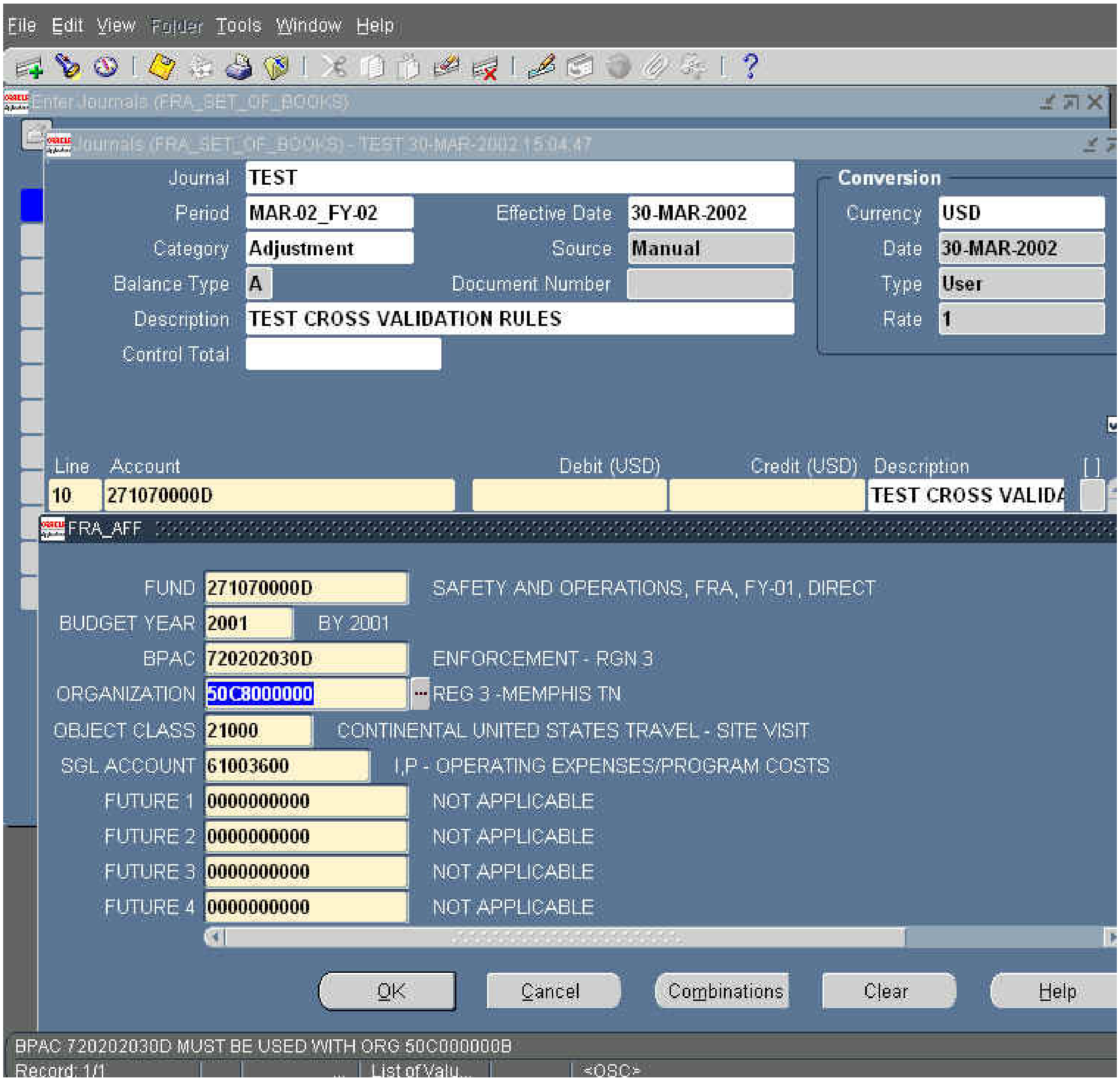
4. Compare your screens with the following screens.



Lab 2 Solutions: Cross-Validation Setting Up Rules

5. Test your cross validation rules between BPAC and ORG by entering a journal entry.
   - **Fund:** 271070000D
   - **Budget Year:** 2001
   - **BPAC:** 720202030D
   - **ORG:** 50C8000000
   - **Object Class:** 21000
   - **SGL Account:** 61003600
   - **Future 1:** 0000000000
   - **Future 2:** 0000000000
   - **Future 3:** 0000000000
   - **Future 4:** 0000000000

Lab 2 Solutions: Cross-Validation Setting Up Rules



Set Up for Funds Checking

Chapter 4

Set Up for Funds Checking

Section Objectives

At the end of this section, you should be able to:

- Define a new rollup group
- Assign a rollup group
- Define Summary Templates

Summary or Rollup Flexibility

You can review your summary accounting information from multiple perspectives.

- For example, you may want to see all revenues and expenses within a fund. Or, you might want to see all revenues and expenses by grant, regardless of fund.
- Additionally, you may want a summary account that shows the total of all product sales for each division.
- You may also want to summarize the same set of detail accounts in a different way and see instead, the total sales of personal computer products across all divisions.
- Rollup groups provide a way to budget at higher levels within the organization and invoke funds control at the group level.
- Rollups provide a way to quickly identify and sum information in the Financial Statement Generator.

Relationship Among Parent Values, Child Values and Rollup Groups

This figure shows an example of a value set with a hierarchy of two levels of parent-child relationships and two related rollup groups. The value set is described in the following table:

Parent Value	Child Range	Children Defined
1000	1100-1100	1100
	1200-1200	1200
1100	1101-1199	1125, 1150, 1175
1200	1201-1299	1225, 1250, 1275
2000	2100-2100	2100
	2200-2200	2200
2100	2101-2199	2125, 2150, 2175
2200	2201-2299	2225, 2250, 2275

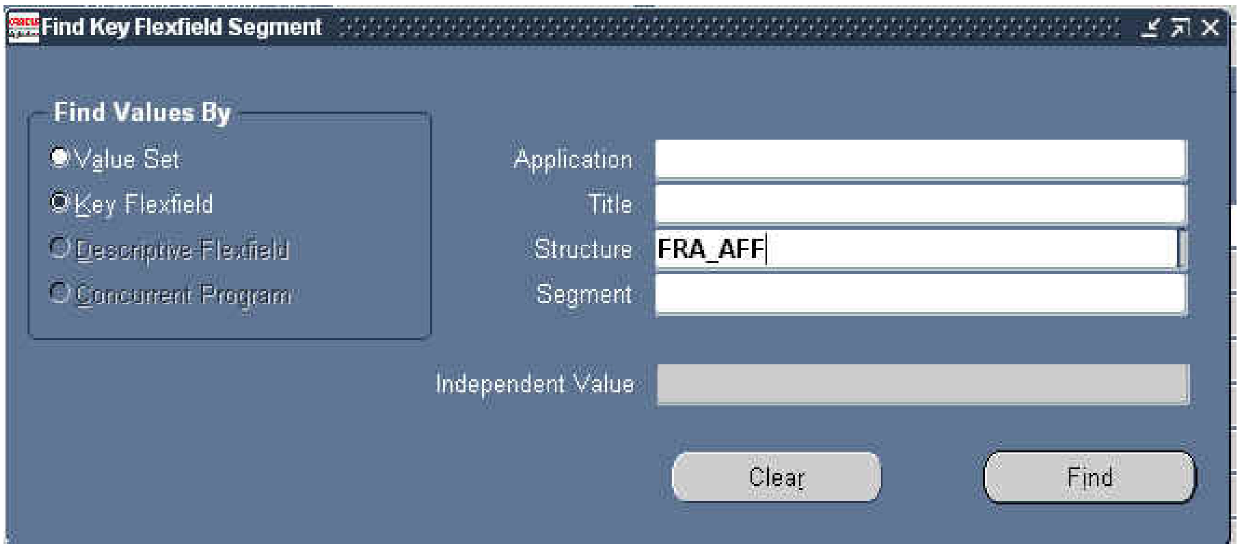
Relationship Among Parent Values, Child Values and Rollup Groups

Note: Since we are talking about two levels of parent values in this hierarchy, some accounts are defined as both parents and children. Account 1100 is a parent of accounts 1125, 1150, and 1175, and it is a child of account 1000. Account 1200 is a parent to accounts 1225, 1250, and 1275. It is a child of account 1000. Account 2100 is a parent of accounts 2125, 2150, and 2175. It is a child of account 2000. Account 2200 is a parent of accounts 2225, 2250, and 2275. It is a child of account 2000.

- There are two rollup groups illustrated for this value set.
- Account 1000 and account 1100 are assigned to Rollup Group 1. These accounts are from different levels of the hierarchy.
- Accounts 2000, 2100, and 1200 are assigned to Rollup Group 5. Note that the parent accounts assigned this rollup group are from different branches of the value set hierarchy.

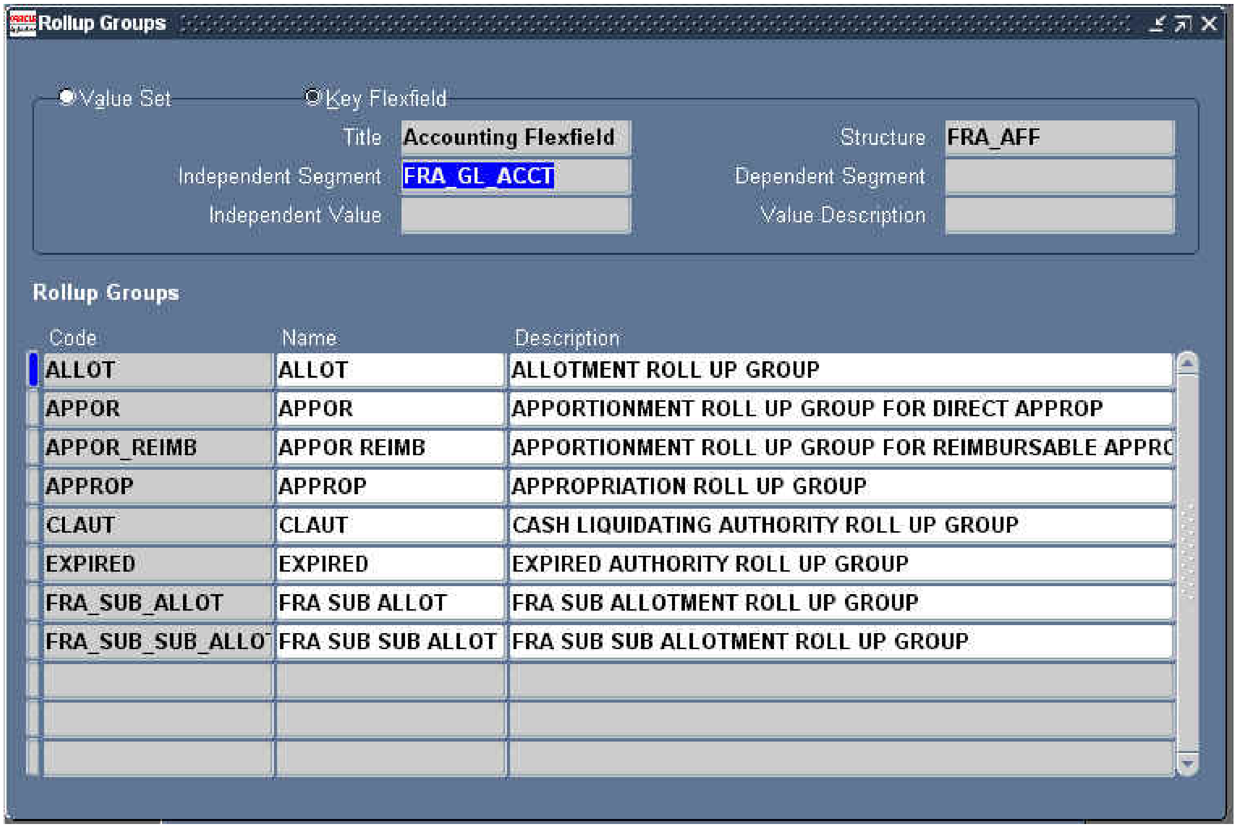
Defining Rollup Groups

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Groups → Find Key Flexfield Segment
Find Key Flexfield Segment



FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Structure	Select the appropriate Structure name	Yes

1. Select (B) Find to find values by Key Flexfield.

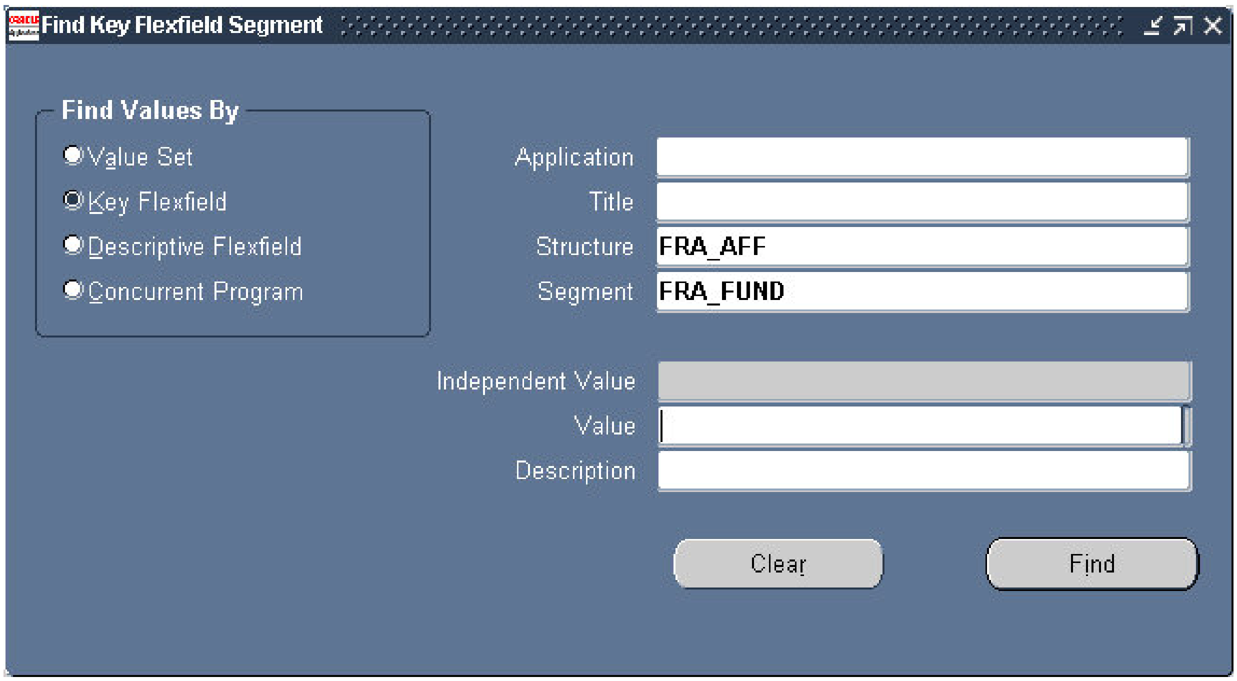


ROLLUP GROUPS		
Field Name	**Comments**	**Required?**
Title	Default value of Accounting Flexfield.	Display Only
Independent Segment Value	Select the independent segment value you desire to create a rollup group for.	Yes
Independent Value	Field is not required.	No
Structure	Select the Set of Books name for the structure.	Yes
Dependent Segment	Field is not required.	No
Value Description	Field is not required.	No
Rollup Groups Area		
Code	Give code for the Rollup Group name.	Yes
Name	Enter a unique name for your rollup group.	Yes
Description	Enter a description for your rollup group.	Yes

Assigning Rollup Groups

Find Key Flexfield Segment

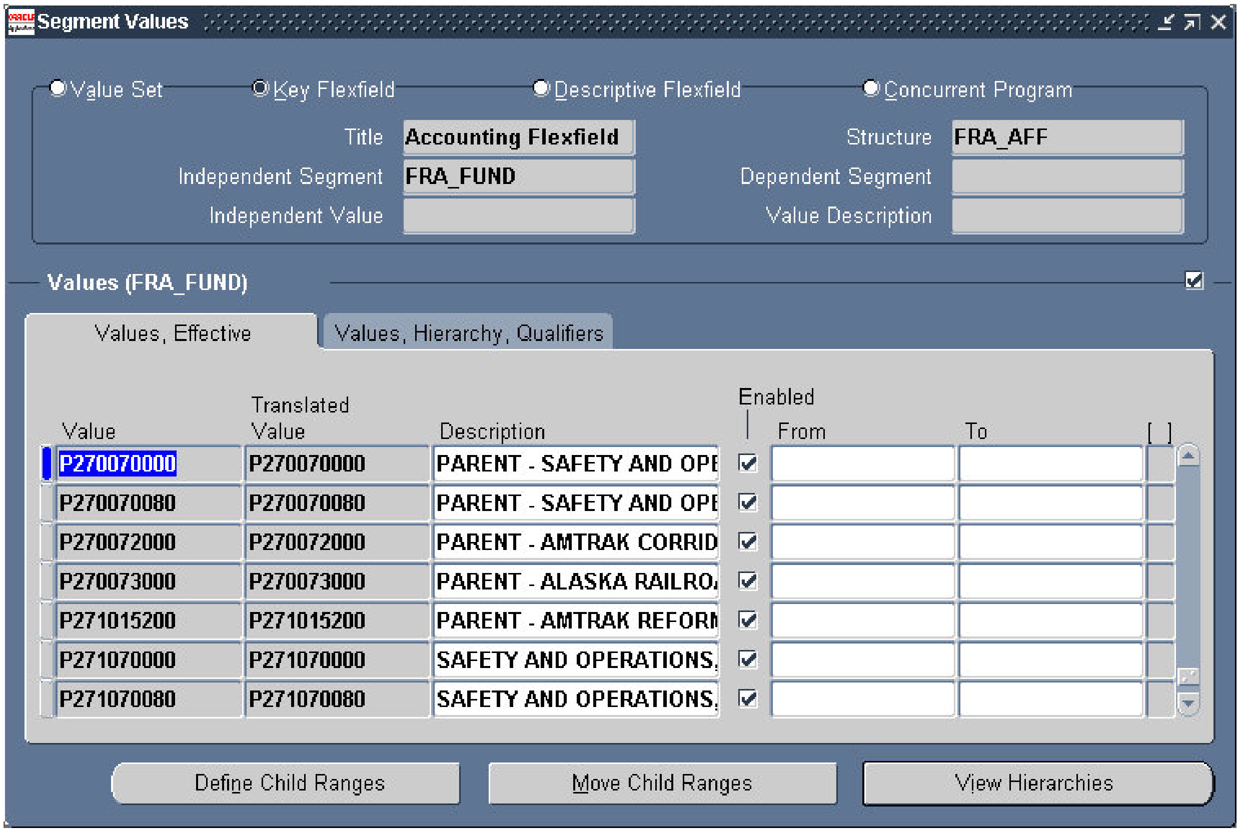
Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Values
Find Key Flexfield Segment



1. In the Find Values By area, select (B) Key Flexfield.

FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Application	Select from LOV the Application that will be used.	No
Title	Select from LOV the Title that will be used	No
Structure	Select from LOV the Structure that will be used.	Yes
Segment	Select from LOV the Segment that will be used.	No
Independent Value	Field is not required.	No
Value	Field is not required.	No
Description	Field is not required.	No

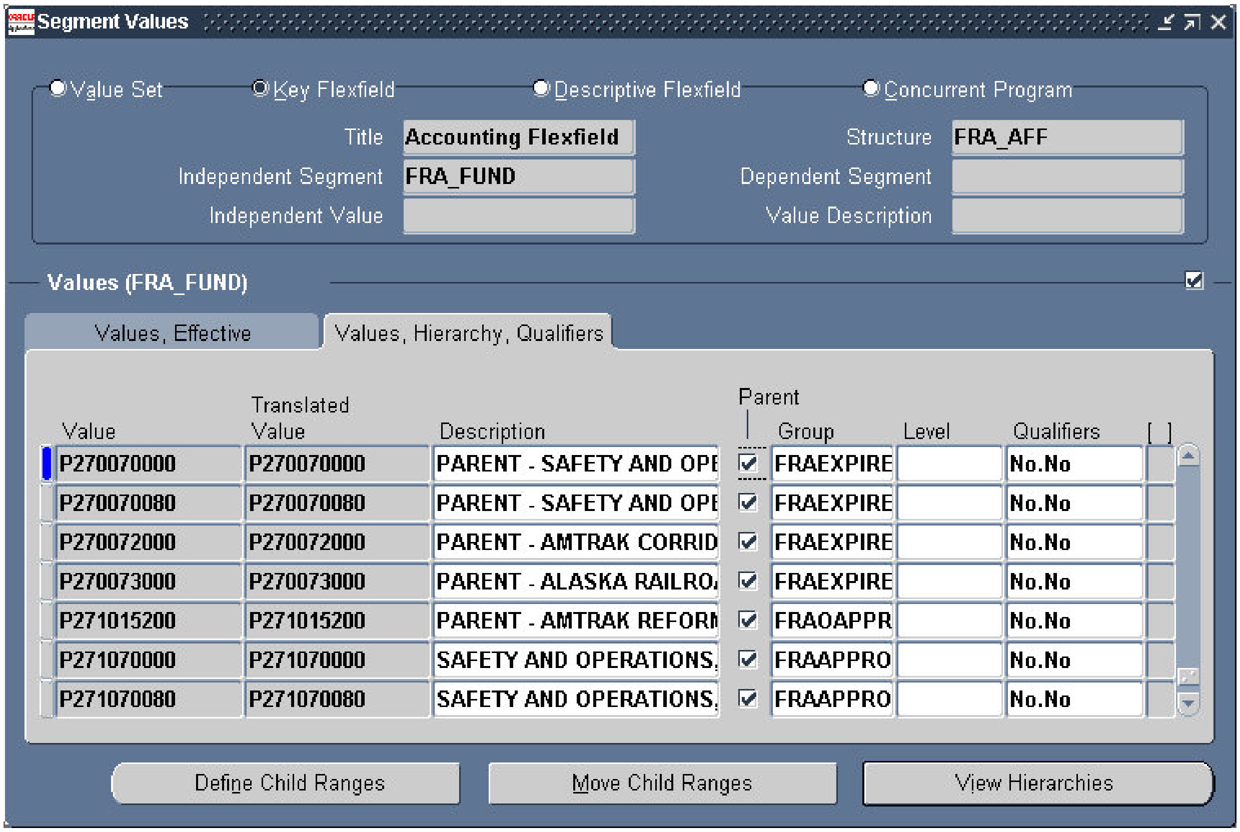
2. Select (B) Find to go to Segment Values screen.



SEGMENT VALUES		
The Find Values By selection from the Find Key Flexfield Segment screen will default to the Segment Value screen, therefore, the Key Flexfield button is highlighted.		
Field Name	**Comments**	**Required?**
Title	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Independent Segment	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Independent Value	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Structure	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Dependent Segment	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Value Description	Default value, selected on the Find Key Flexfield Segment screen.	Display Only
Values Area		
Values, Effective Tab		
Value	Enter a new value or select a predefined value to assign a rollup group.	Yes
Translated Value	This field populates with whatever is in the Value field.	Display Only
Description	If enter a new value, enter a description.	No
Enabled	Selecting the Enabled box will activate the value. Deselecting the Enable box will inactivate it.	Yes
From	A date may be entered to limit value usage.	No

To	A date may be entered to limit value usage.	No

3. Select Tab Values, Hierarchy, Qualifiers.



SEGMENT VALUES		
Values, Hierarchy, Qualifiers Tab		
Field Name	**Comments**	**Required?**
Value	Enter a new value or select a predefined value to assign a rollup group.	Yes
Translated Value	This field populates with whatever is in the Value field.	Display Only
Description	If enter a new value, enter a description.	No
Parent	If segment value is a parent check the parent check box. **Note:** You can only enter a rollup group name if this flexfield segment value is a parent value and Freeze Rollup Groups in the Key Segments window is set to no.	Yes
Group	Enter the name of the assigning rollup group.	Yes
Level	This field is not required.	No
Qualifiers	This field is not required.	No

4. Save your changes.

Lab 1: Setting Up Rollup Groups

Step 1: Define Rollup Group

Your new rollup group is for Organization:

a) The Rollup Code is ORG100_ _ _ , your initials

b) The Rollup Name is ORG100_ _ _ , your initials

c) The Description is Organization Beginning with 100 Rollup Group _ _ _ , your initials

Step 2: Assign Rollup Groups

Assign your new Rollup Group to the organization value 11000000_ _ , last two digits is your terminal ID.

Lab 1 Solutions: Setting Up Rollup Groups

Step 1: Define Rollup Group

1. Use the FRA GL DELPHI Controller responsibility.

   N → Setup → Financials → Flexfields → Key → Groups

2. The Find Key Flexfield Segment window will appear.
3. In the Segments field, select (I) LOV.
4. Select the FRA_ORG segment.
5. Select (B) Find.
6. The Rollup Groups window will appear.
7. Go to the Rollup Groups area of the window.
8. Enter fields:

   a) Rollup Code: ORG100 _ _ _, your initials.

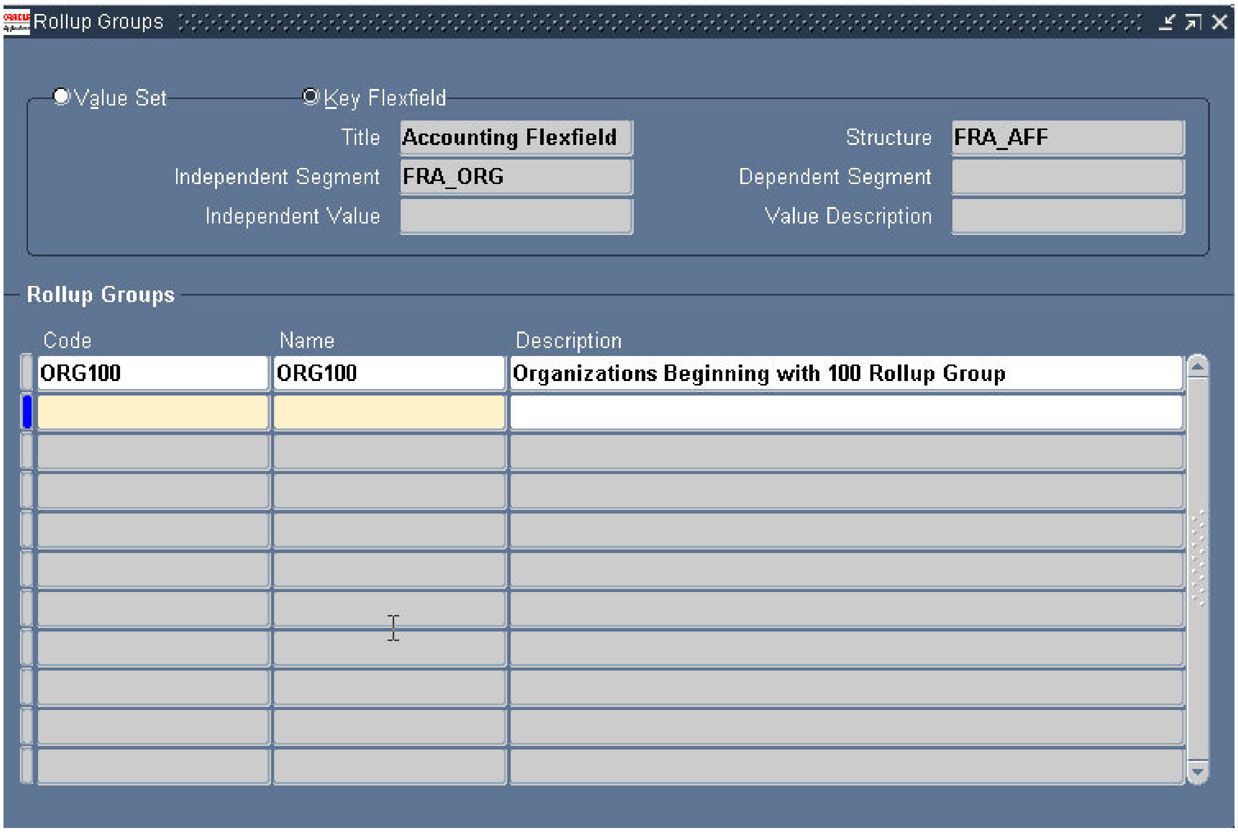
   b) Rollup Name: Rollup Code value will default as the Name.

   c) Organizations Beginning with 100 rollup Group - "your initials".

Lab 1 Solutions: Setting Up Rollup Groups

Step 1: Define Rollup Group

Compare your window to the one below.



9. Select (I) Save or (M) File → Save and Proceed.

10. Close your window.

Step 2: Assign Rollup Groups

1. Select (I) Switch Responsibility.

2. Select the FRA GL Systems Accountant responsibility.

   N → Setup → Financials → Flexfields → Key → Values

3. The Find Key Flexfield Segment window will appear.

4. In the Segments field, select (I) LOV.

5. Select the FRA_ORG segment.

6. Select (B) Find.

7. Select the Value Hierarchy tab.

8. Select (M) View → Query By Example → Enter and Run your query to locate the Organization Code 11000000 _ _, your terminal ID.

9. The Organization Parent check box should be checked. Go to the field Group.

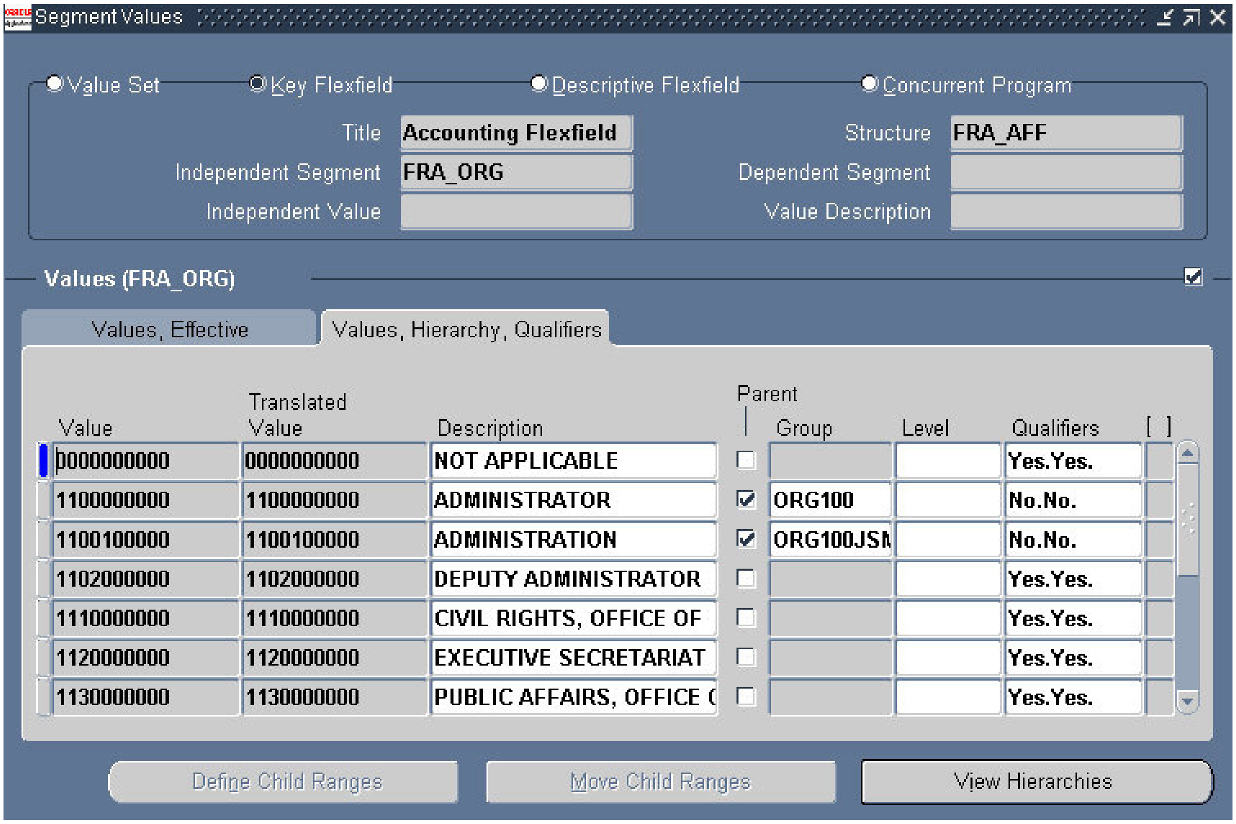
   Note: Rollup groups may only be added to a parent value.

10. Select the (I) LOV.

11. If your rollup group is the only value, it will move into the group field. Otherwise, select (B) OK after selecting your rollup group in the find window.

Step 2: Assign Rollup Groups

Compare your window to the one below.



12. Select (I) Save or (M) File → Save and Proceed.

13. Close your window.

Defining Summary Templates

Defining Summary Accounts

- General Ledger uses summary templates to create summary accounts, whose balances are the sums of multiple detail accounts. Use summary accounts to perform online summary inquiries, as well as to speed the processing of financial reports, MassAllocations, and recurring journal formulas.

- You specify when you want General Ledger to begin maintaining your summary account balances. You can also assign budgetary control options to a summary template for which you want to perform summary level budgetary control.

- When you delete a summary template, General Ledger deletes all summary accounts created from that template and their associated balances.

To define a new summary account template:

1. Navigate to the Summary Accounts window.

2. Enter a Name for the summary account template.

3. Enter the Template.

4. Enter the Earliest Period for which you want General Ledger to maintain your actual, encumbrance and budget summary account balances. General Ledger maintains summary account balances for this accounting period and for subsequent periods.

5. If you are using budgetary control for your set of books, set the budgetary control options for the summary template.

6. Save your work. General Ledger submits a concurrent request to add the summary accounts, and displays the Status of your summary template.

Defining Summary Templates

Entering Summary Account Templates

You enter summary account templates to create summary accounts. General Ledger uses the templates in combination with parent segment value definitions to create summary accounts.

To enter a summary account template:

From the Summary Accounts window, enter the Summary Account Template using one of the following values for each segment.

D	Your template creates and maintains a summary account for every detail segment value. This value creates the most summary accounts of any template value. **Note:** General Ledger will not allow you to define a Summary Account Template using only D template values.
T	Your template creates and maintains a summary account that sums balances of all detail segment values. This value creates the fewest summary accounts of any template value. If you enter T for a segment, all summary accounts created by the template will have the value T for the segment. Therefore, the value T must be defined and enabled for the segment. Also, the segment value must be a parent and detail posting and budgeting are not allowed. **Note:** Do not define a Summary Account Template using only T template values. A Template using T values for every segment will have a zero balance if your general ledger is in balance.
[Rollup Group Name]	Your template creates and maintains a summary account for each parent segment value assigned to the rollup group you specify. The more parent segment values in a given rollup group, the more summary accounts your template creates.

Funds Check Level

Enter a Fund Check Level to control the severity of budgetary control checks. You use a Funds Check Level when setting budgetary control options for account ranges, for source and category combinations in budgetary control groups, and for summary account templates in budget organization.

Choose one of the following:

None	For no funds checking or funds reservation
Advisory	For online notification when transactions fail funds checking. The system still reserves funds for transactions even when no funds are available.
Absolute	To prohibit you from reserving funds for a transaction unless funds are available.

Attention: Advisory budgetary control makes it easy for you to overspend a budget by an unlimited amount. You might want to use Absolute budgetary control with tolerances or overrides to allow you to approve selected transactions for which no funds are available.

Setting Summary Account Budgetary Control Options

If budgetary control is enabled for your set of books, enter budgetary control options for your Summary Account Template.

To set the budgetary control options for a Summary Account Template:

1. Navigate to the Summary Accounts window.

2. Enter the Summary Account Template name.

3. Enter the Summary Account Template.

4. Enter the Earliest Period for which you want General Ledger to maintain your actual, encumbrance and budget summary account balances. General Ledger maintains summary account balances for this accounting period and for subsequent periods.

5. Enter the Funds Check Level.
   - If you choose the Advisory or Absolute funds check level, you must enter values in the remaining budgetary control fields. You cannot enter values in these fields if you choose the None funds check level.

6. Assign a Debit or Credit balance type to your summary template. General Ledger uses the balance type to determine if funds are available, based on the funds available equation:

   Funds Available = Budget - Actual - Encumbrance

   - For summary accounts with a **Debit** balance, General Ledger considers funds available to be sufficient of the funds available equation yields a **positive** result.

   - For summary accounts with a **Credit** balance, General Ledger considers funds available to be sufficient if the funds available equation yields a **negative** result.

   Assigning a balance type of debit or credit to a summary account does not restrict the balance type of the detail accounts that roll up into a summary account.

7. Enter the Amount Type, or cumulative balance used in the funds checking interval.

8. Enter the Boundary, or the endpoint of the funds checking interval. Combined with the amount type you specify, boundary determines the time interval over which to perform summary level budgetary control.

9. Enter the Funding Budget against which you want General Ledger to check or reserve funds.
   - You can only choose a funding budget that requires journal entries. General Ledger requires you to create budget journal entries for your funding budget to enforce budgetary control.

Setting Summary Account Budgetary Control Options

To change the funds check level:

If you want to change the funds check level from None to Advisory or Absolute, you must delete the summary template and then recreate it with the appropriate funds check level. General Ledger does not perform summary level budgetary control retroactively for the summary accounts it creates.

Amount Type and Boundary

To check funds, you must define a funds checking time interval. You enter an Amount Type to determine the cumulative balance to use for the funds checking interval. You enter a Boundary to define the end point of the interval.

The possible values for Amount Type are:

Amount Type	Type of Funds Checking
PTD	Period-to-date
QTD	Quarter-to date
YTD	Year-to-date
PJTD	Project-to-date

The figure below shows the combinations of Amount Type and Boundary supported:

	BOUNDARY			
AMOUNT TYPE	**PERIOD**	**QUARTER**	**YEAR**	**PROJECT**
PTD	Yes	No	No	No
QTD	Yes	Yes	No	No
YTD	Yes	Yes	Yes	No
PJTD	Yes	Yes	Yes	Yes

Setting Summary Account Budgetary Control Options

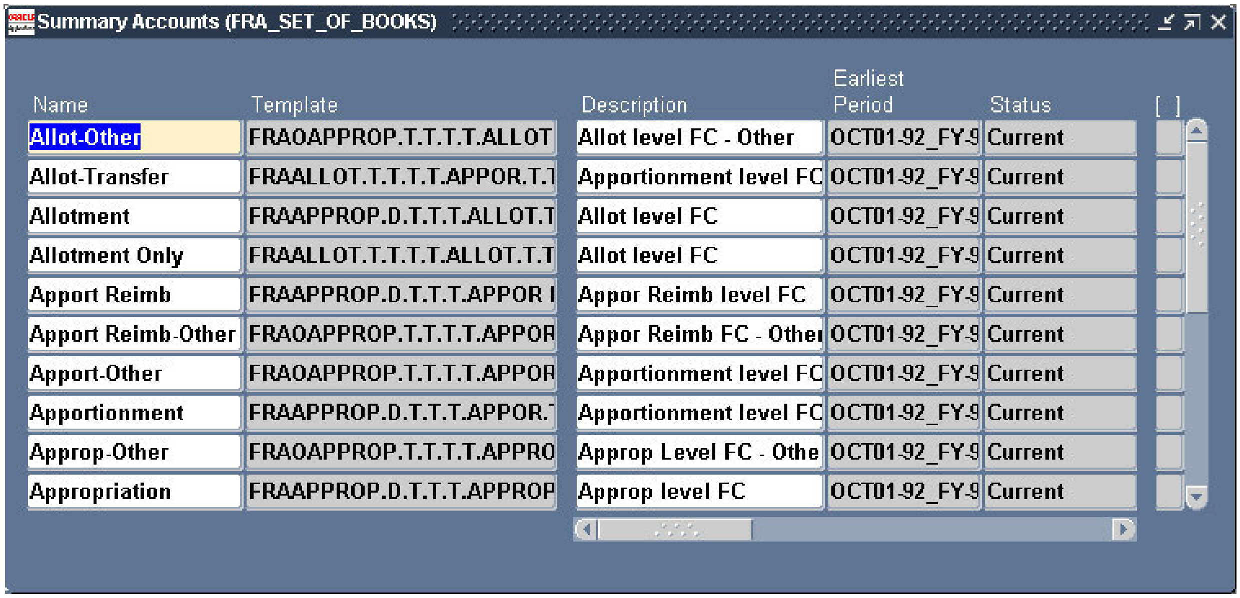
The following examples show the relationship between amount Type and Boundary.

- Example 1: you operate under a yearly calendar (Jan-Dec) using monthly periods. You do not want to exceed the total budget for the quarter, but you do not care if any individual month's budget within the quarter is exceeded. You choose the budgetary control options QTD (Amount Type) and Quarter (Boundary). You enter a second-quarter transaction for May-93. The system checks the transaction against the funds available balance as of June-93, the end of the second quarter.
  Note: In this example, any available funds from the first quarter of the year would not be available for spending in the second quarter of the year would not be available for spending in the second quarter (April/May/June-93). You can transfer available funds by creating a budget journal entry transferring budget amounts to the second quarter.

- Example 2: You operate under a yearly calendar (Jan-Dec) using monthly periods. You choose the budgetary control options YTD (Amount Type) and Period (Boundary). You enter a transaction for May-93. The system checks the transaction against the funds available balance as of May-93.
  Note: In this example, you can exceed the budget for May-93 only if the periods Jan-93 through April-93 were below budget, that is, only if you have available funds lift at the end of April-93. since you chose a year-to-date amount type, you have access to available funds from prior periods. However, since you have a period boundary, you do not have access to budget amounts for periods after May-93: June-93, July-93, August-93, and so on.

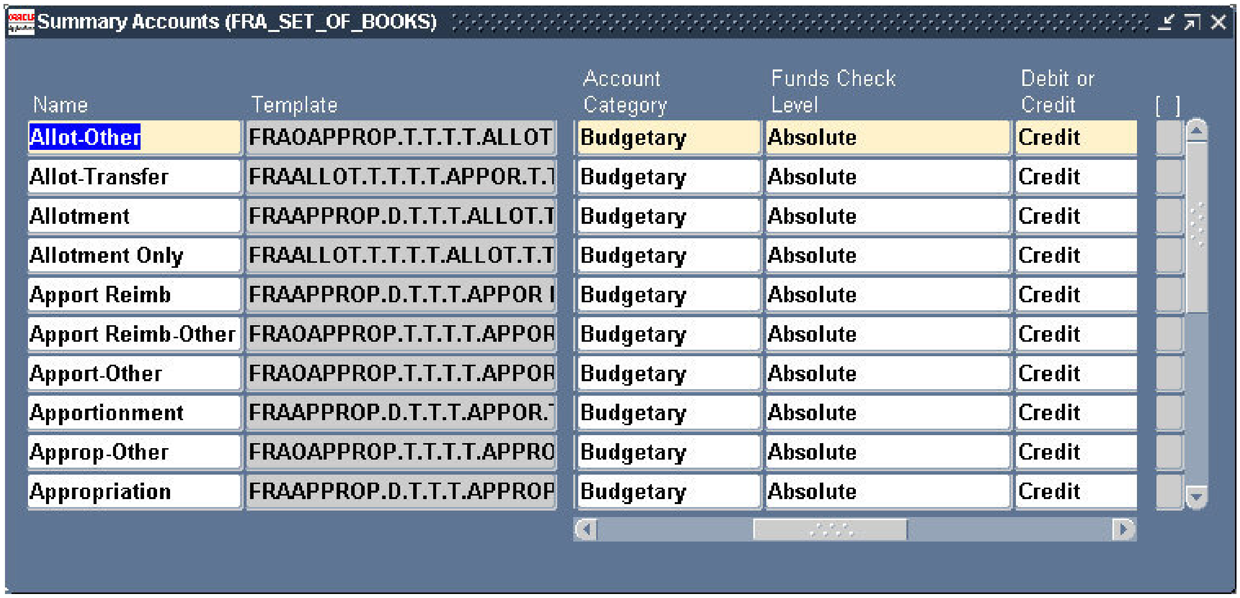
Defining Summary Templates

Oracle Public Sector General Ledger
N → Setup → Accounts → Summary
M → View → Find All
Summary Accounts



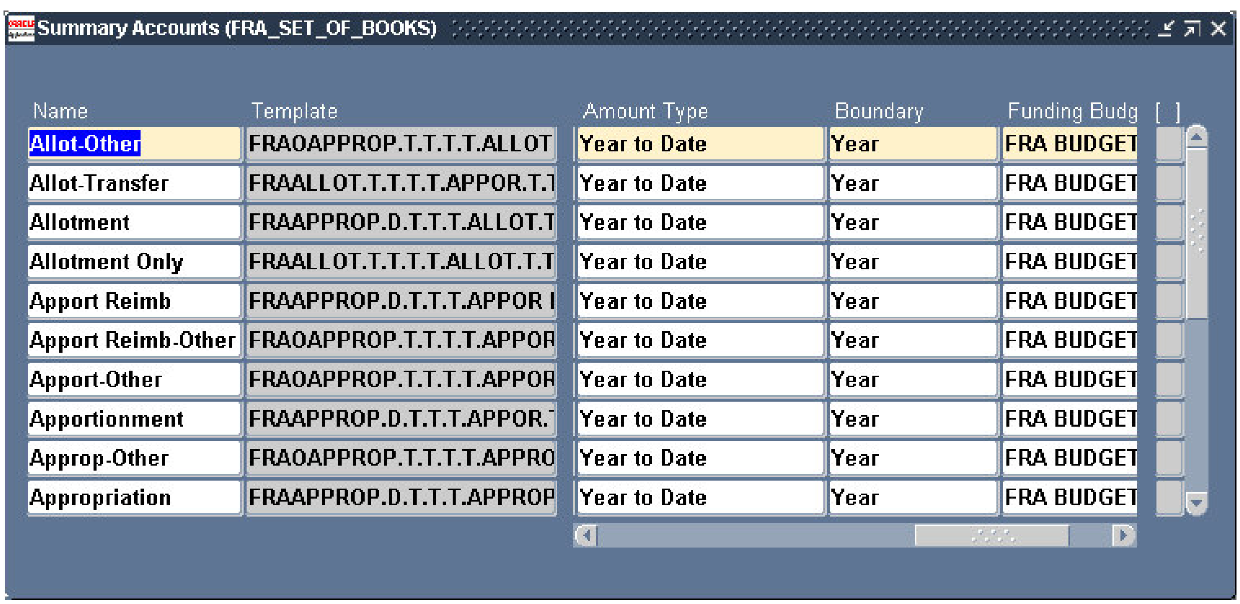
SUMMARY ACCOUNTS		
Field Name	**Comments**	**Required?**
Name	Enter a name for the summary account template.	Yes
Template	Enter the appropriate value (T-total, D-detail or Rollup Group Name) for each segment in your summary account template.	Yes
Description	Enter an appropriate description.	Yes
Earliest Period	Enter the earliest period for which you want Oracle General Ledger to maintain your actual, encumbrance, and budget summary account balances. Oracle General Ledger maintains summary account balances for this accounting period and for subsequent periods.	Yes
Status	Save your work. Oracle General Ledger submits a concurrent request to create the summary accounts, and displays the Status of your summary template.	Yes

1. Move scroll bar to the right.



SUMMARY ACCOUNTS (continued using scroll bar)		
Field Name	**Comments**	**Required?**
Account Category	Select the appropriate account category choosing from budgetary or proprietary.	Yes
Funds Check Level	There are three funds check levels to choose from, Advisory, Absolute or None. Advisory sends the user a warning message when funds have been depleted. Absolute does not allow a user to exceed the appropriate amount and None provides for no funds checking at all.	Yes
Debit or Credit	Select Debit or Credit for each summary template.	Yes

2. Move scroll bar to the right.



SUMMARY ACCOUNTS (continued using scroll bar)

Field Name	Comments	Required?
Amount Type	Select an amount type choosing from Year-to-Date or Project-to-Date.	Yes
Boundary	Select a boundary choosing from Year, Quarter or Period.	Yes
Funding Budget	Select the name of the funding budget, default value is assigned to the set of books name (i.e., FRA BUDGET)	Yes

Entering and Monitoring Budgets

Chapter 5

Entering and Monitoring Budgets

Section Objectives

At the end of this section, you should be able to:

- Define Budget Distribution
- Enter Appropriations or Rescissions in the Budget Execution Module
- Perform Funds Available Inquiry
- Enter Cohort Identification

Using the Budget Execution Module

The Budget Execution Module (BEM) is an additional module that resides in the Federal Administration of the General Ledger Module. Users will normally use their agency GL FedAdmin Systems Accountant responsibility in this module.

There are various steps in setup to accomplish prior to utilizing this module. The DELPHI Functional Production Support Staff will define budget levels, transaction types and set-up transaction codes for use in this module. The users are responsible to complete these steps:

- Request Budget User access
- Maintain Budget Distributions
- Enter Appropriations or other Funding entries requiring Public Law using the Budget Execution Module to pass FACTS II submission edits
- Request new transaction type/code set-up using the Kintana request application.

Mandatory vs. Optional Use of the Budget Execution Module

Currently, the required use of Budget Distributions in the Budget Execution Module is the Appropriation level and any other funding entry to the general ledger account requiring a FACTS II attribute of "Public Law". Lower level budget entries such as the Warrant, Apportionment, Allotment, and Sub-allotment or lower levels are **OPTIONAL** for Budget Execution Module entry. Most agencies use the Application Desktop Integrator option for entries other than the appropriation level or those funding entries requiring the FACTS II Public Law attribute.

For up to date information on which general ledger entries require the Public Law Attribute refer to Internet website:

- www.fms.treas.gov
- Look for the Reference and Guidance section
- Select for the Quick Link section
- Select "Current USSGL TRM (PDF Format)"
- Scroll down to Section IV
- Select "Section IV: USSGL Attributes to open the PDF file"
- Refer to the appropriate fiscal year attribute table listed as "Fiscal XXXX USSGL Attribute Table - FACTSII" where XXXX equals the four-digit fiscal year.

Budgetary Control Options for Accounts

Before you can budget in General Ledger, you must assign accounts to a budget organization. If you are using budgetary control, you also assign budgetary control options to a range of accounts using the Define Budget Organizations window.

- You must set a Funds Check Level, Amount Type, Boundary, Funding Budget and an Automatic Encumbrance flag.

- Budgetary control options for accounts determine the level of detail for funds checking. For example, you might not want to check funds or create encumbrances for transactions associated with accrual accounts, fund balance or fund balance, accounts payable, accounts receivable, and so forth. Or you might choose not to check funds on transactions you post to the Long-Term Debt Group. In each case, these restrictions can be implemented as particular segment values or ranges of accounts.

- When you import journal entries, General Ledger automatically assigns the budgetary control options for the range of accounts in which each account falls. If an account does not fall within a budget organization. General Ledger assumes the budgetary control option is **None** for the account.

- When you create new accounts that fall within account range assignments that have a funds check level of **Advisory** or **Absolute**, General Ledger automatically maintains budget organizations. Therefore, you need not run the Maintain Budget Organization program to add new accounts to budget organizations as you must do with budgetary control disabled.

Suggestion: Even if you enable budgetary control and assign account ranges a funds check level of **Advisory** or **Absolute**, periodically run the Maintain Budget Organization program to add and delete accounts from budget organization ranges. You must also run this program when adding accounts to an account range with a Funds Check Level of **None**.

Defining Budget Organizations

- Use this window to define budget organizations or update existing budget organizations.

- You can review, assign, delete or copy ranges of Accounting Flexfields to your budget organizations.

- You must define at least one budget organization before you can enter budget amounts.

- If you have one or more budge organizations defined already, you can define an "All" budget organization that contains all of the Accounting Flexfields from all of the budget organizations you define.

- This all-inclusive budget organization is useful if you want one budget organization for budgeting to all accounts, or if you do not need specialized budget organizations now, but may want to add them later.

To create a budget organization:

1. Navigate to the Define Budget Organization window.

2. Enter a Name and Description for your budget organization.

   - To define a new budget organization that includes only specific ranges of accounts, enter an unique name.

   - If you have one or more budget organizations defined already, you can create a budget organization name "ALL" that automatically includes all accounts that are assigned to any budget organization. To do this, enter "ALL" as the budget organization Name.

3. Enter the sort and display options.

   The Ordering Segment is the account segment General Ledger used to sort accounts when you review the budget organization assignments, and when you use the Enter Budget Amounts and Enter Budget Journals windows.

   Specify the Display Sequence for your account segments. You can use this sequence to change the order of your account segments on the Enter Budget Amounts and Enter Budget Journals windows. For each segment, enter an unique sequence number from 1 to n, where n is the number of segments in your account.

4. Enter Effective From and To Dates if you want to set a specific range of time when you can use this budget organization.

5. Assign accounts to the budget organization.

   - To assign ranges of accounts to the budget organization, select Ranges.

   - To copy account ranges from an existing budget organization, select AutoCopy.

   If you are creating an "All" budget organization, you do not need to assign accounts.

6. Save your work. General Ledger launches a concurrent process to assign the accounts.

7. After the concurrent process finishes, run the Budget Organization Listing to check your work.

Budget Distributions

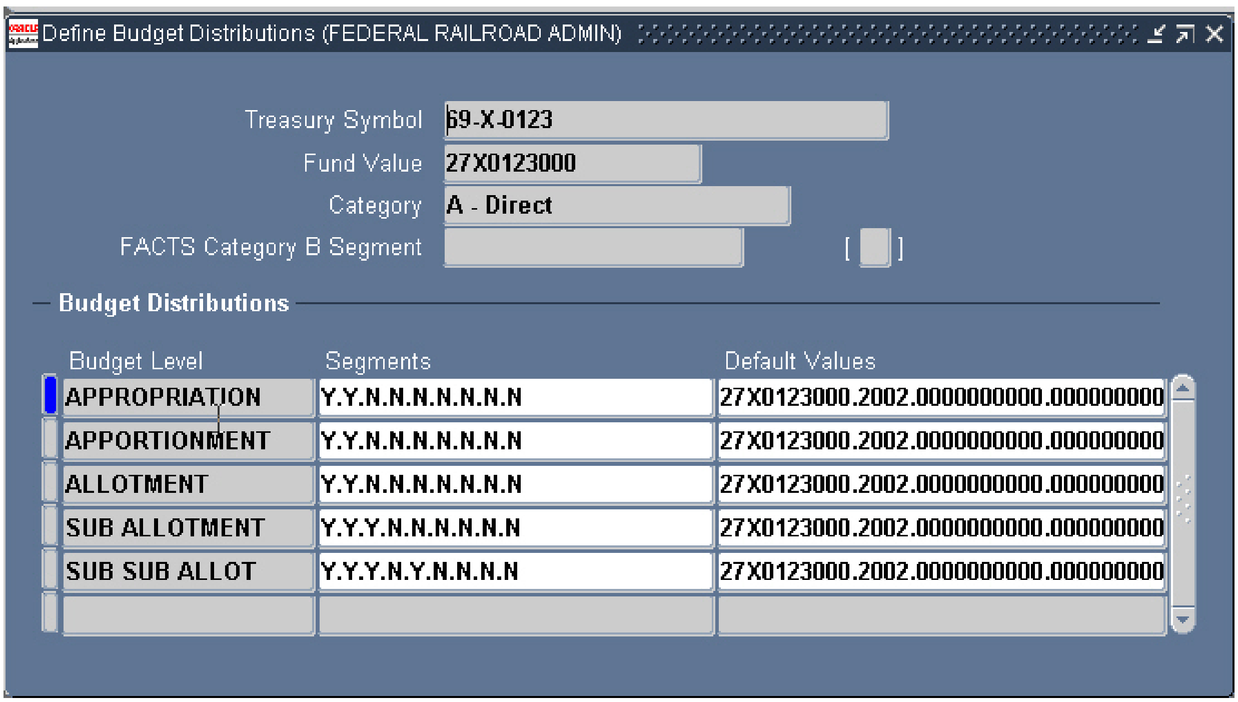
- Budget Distributions are maintained by Budget Level. Sample Budget Levels are Appropriation, Apportionment, Allotment, and Sub-Allotment.

- Budget Distributions are activated segment values being set at a Y or N for all 10 segments of the Accounting Flexfield Structure.

Defining Budget Distributions

Define Budget Distributions

Oracle Federal Administrator
N → Budget → Define → Budget Distributions
Define Budget Distributions



1. In the Treasury Symbol field, enter the treasury symbol or select from LOV.

2. In the Fund Value field, select a fund value from LOV.

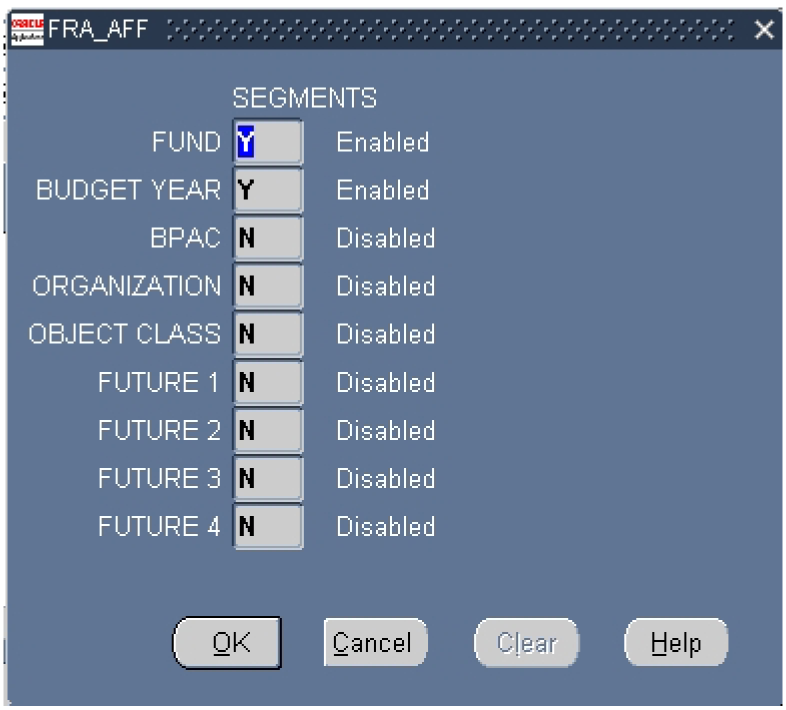
   The Category is automatically populated based on the Treasury Symbol and Fund Value previously entered.

3. If the fund category is Category B-Direct or Category B-Reimbursable, select the accounting flexfield segment from the LOV in the FACTS Category B Segment field.

4. In the Budget Distributions area, in the Budget Level field, select Appropriation from the LOV.

DEFINE BUDGET DISTRIBUTIONS

Field Name	Comments	Required?
Treasury Symbol	The Treasury Symbols is derived from the Define Appropriation Parameters window. The exact treasury symbol must be entered or selected form the list of values.	Yes
Fund Value	The Fund Value associated with the Treasury Symbol. Fund Values are derived from the Define Appropriation Parameters window.	Yes
Category	Category is automatically generated after selecting the fund value. The category is derived from the Define Appropriation Parameters window. Values are A Direct, A Reimbursable, B Direct, B Reimbursable, C Direct, C Reimbursable.	Display Only
FACTS Category B Segment	Required for Category B funds only. Derived from the Accounting Flexfield. This field is used in FACTS II reporting.	Yes, Category B Funds Only
Descriptive Flexfield	Not used in DELPHI at this time.	No
Budget Distribution Area		
Budget Level	Select the budget level from the list of values. Note: The first budget level is mandatory. Only levels lower than the lowest previously selected level are displayed in the list of values. If the level chosen skips a level, the level that is skipped is subsequently excluded from the list of values.	Yes



This window list all segments set up in General Ledger for the Chart of Accounts.

5. After selecting the Budget Level, the AFF window opens. Enter "Y" in the Fund Value and Budget Year fields.

   Note: The Fund Value and Budget Year must be enabled for each budget level.

DEFINE BUDGET DISTRIBUTIONS (continued)		
Field Name	**Comments**	**Required?**
Segments	After selecting the budget level, the Accounting Flexfield (AFF) window appears. Initially, all segments in the first budget level are disabled and set to "N". A "Y" in a segment field indicates budgeting for that budget level is enabled. **IMPORTANT: The Fund Value and Fiscal Year must be enabled for each budget level.** Note: Because enabling a segment at a higher budget level propagates that selection down to the lower levels, a Y at a higher budget level cannot be changed to an N at a lower level. Conversely, because lower budget levels can be used for internal controls, an N at a lower level can be changed to a Y without propagating upwards.	Yes
Segment Name	List the segments derived from the General Ledger Accounting Flexfield.	Yes
Enabled/ Disabled	Enter a "Y" to enable the segment field or an "N" to disable the segment field.	Yes
OK Button	Select to confirm the action and close the window.	No
Cancel Button	Select to close the window without saving.	No
Clear Button	Select to erase the data from the field.	No
Help Button	Select to open the online help window.	No

6. Select (B) OK.

7. In the Budget Distributions Area, in the Default Values field, select the LOV. The Accounting flexfield window appears.

DEFINE BUDGET DISTRIBUTIONS (continued)		
Field Name	**Comments**	**Required?**

Default Values	Select the value for each accounting Flexfield segment value as defined in General Ledger. Note: The balancing segment default value must equal the fund value specified in the Fund Value Field. Note: Default values are used to populate the segments of the accounting Flexfield that are not enabled for the budget level during journal entry creation. The value entered in the natural account segment is not used during journal creation. Instead, accounts from the transaction code are used.	Yes

8. Verify the values. Ensure the SGL account value is "PBUDAU". If the field is blank, enter "PBUDAU".

   Notice default values are used to populate the segments of the Accounting flexfield that are not enabled for the budget level during journal entry creation.

Lab 1: Setting Up Budget Distributions

Instructions

Enter a budget distribution record for your fund previously created.

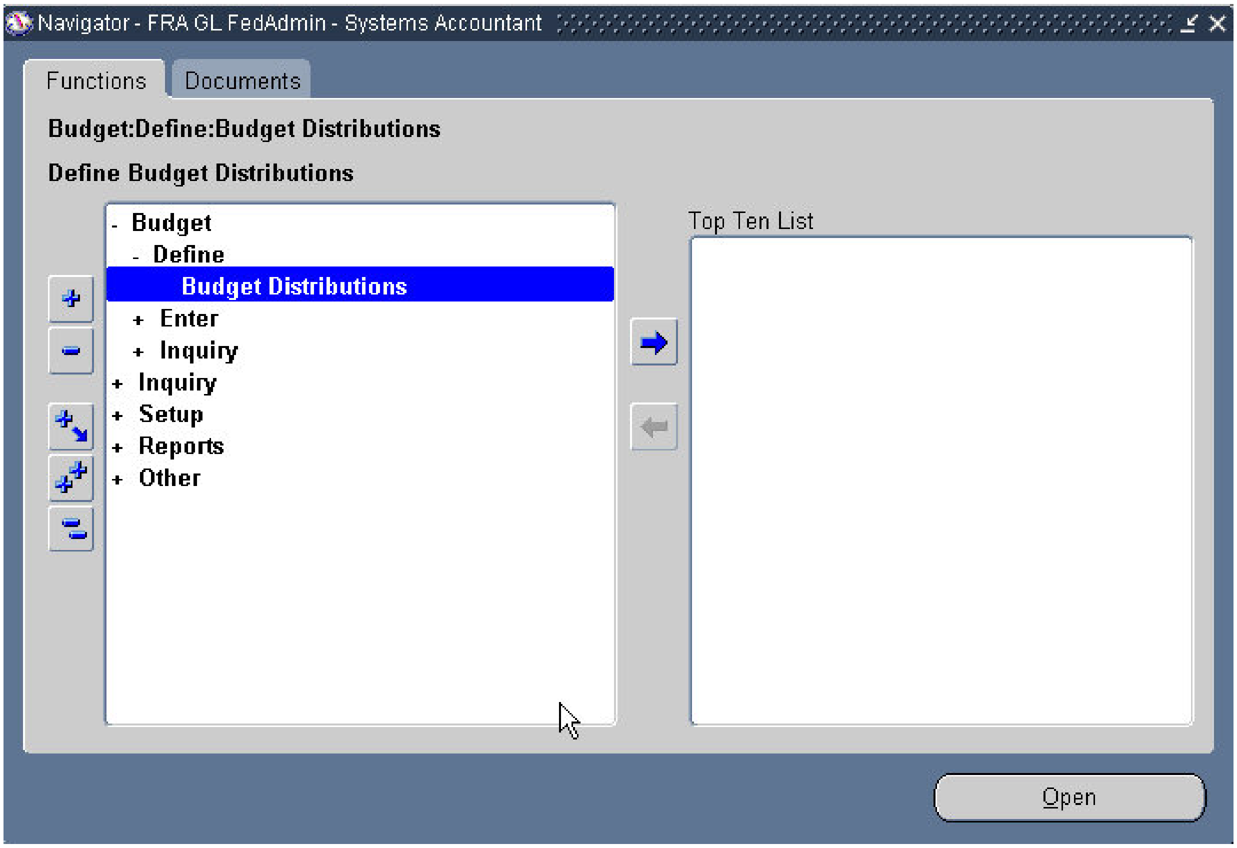
- For this distribution, enter for budget level: appropriation.
- Change your budget segments appropriately.
- Accept proper default values and select the parent for appropriation authority: PBUDAU.
- Save your work.

Lab 1 Solutions: Setting Up Budget Distributions

Enter the budget distributions for your fund previously created.

1. Use the GL Fed Admin Systems Accountant Responsibility.

   N → Budget → Define → Budget Distributions



2. The Budget Distributions window will open.

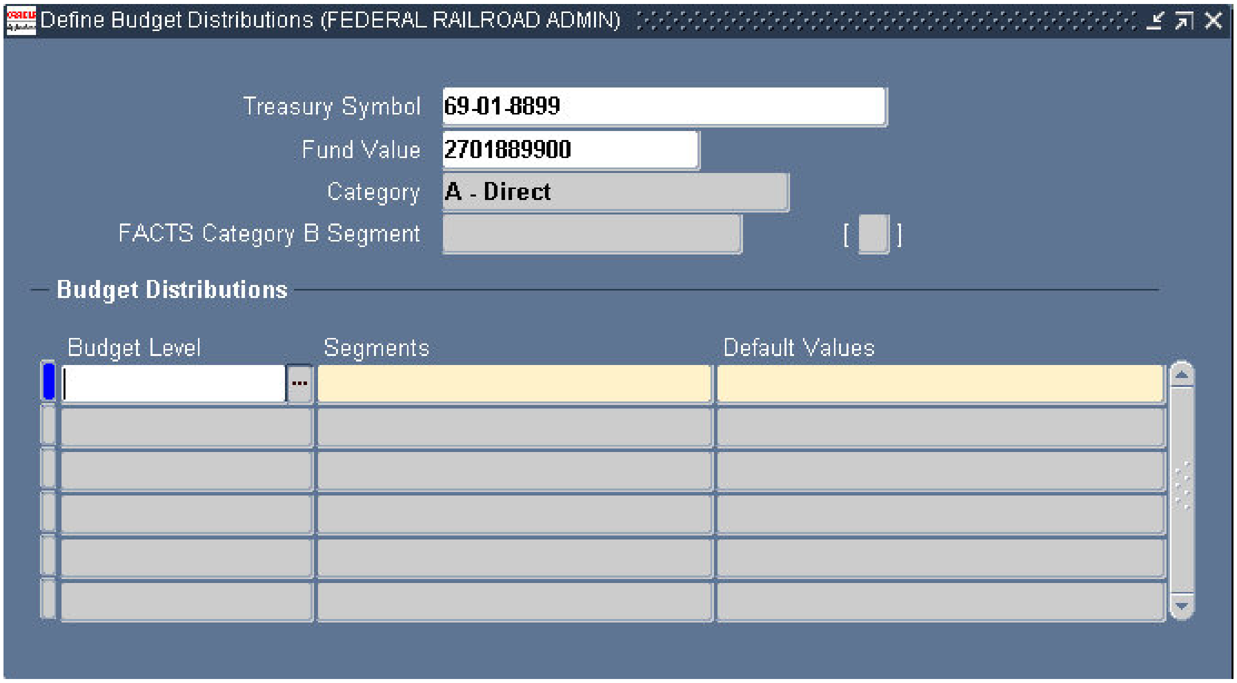
3. Select your Treasury symbol, 69-01-88__, fill in the blanks with your terminal ID.

4. Select (I) LOV in the Fund Value field. The field value will appear automatically.

5. The Category will default into the field also.

Lab 1 Solutions: Setting Up Budget Distributions

6. Compare your screen to the one below.



7. Go to the Budget Level field.

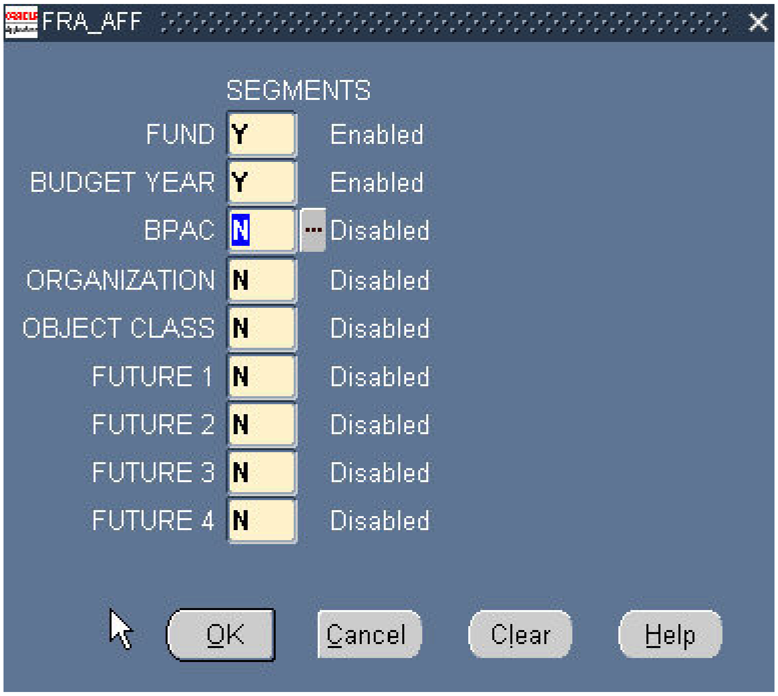
8. Select (I) LOV in the Budget Level field. The Budget Levels window will appear.

9. Select the Budget Level: Appropriation.

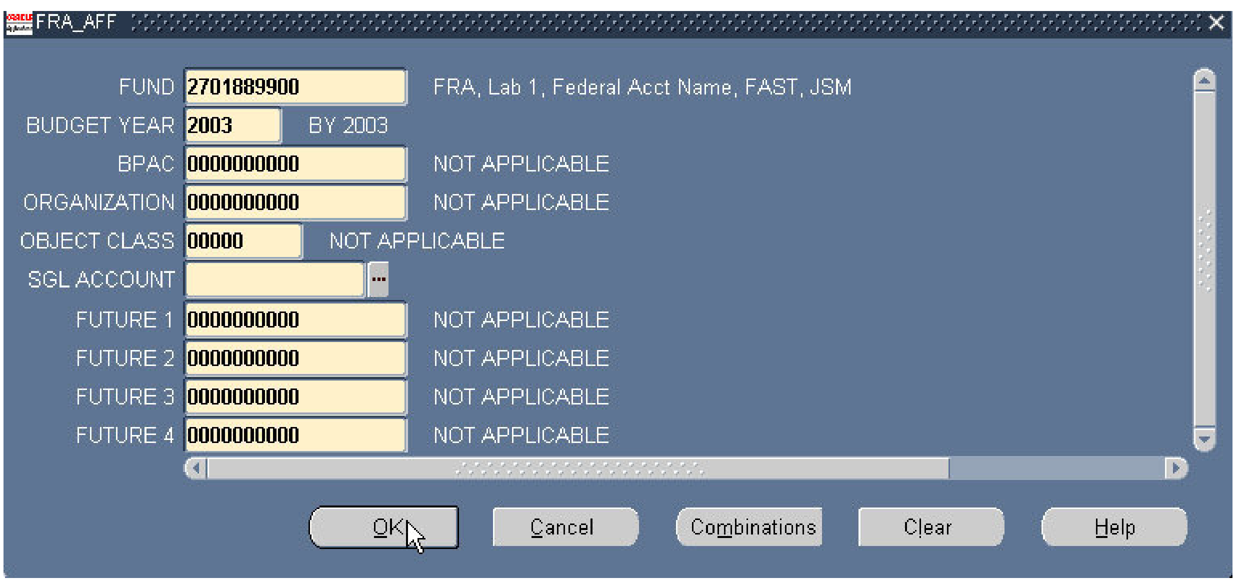
10. Select (B) OK. The FRA_AFF window will appear.

11. Change the N in fund and the N in budget year to Y, Y.

12. Compare your screen to the one below.



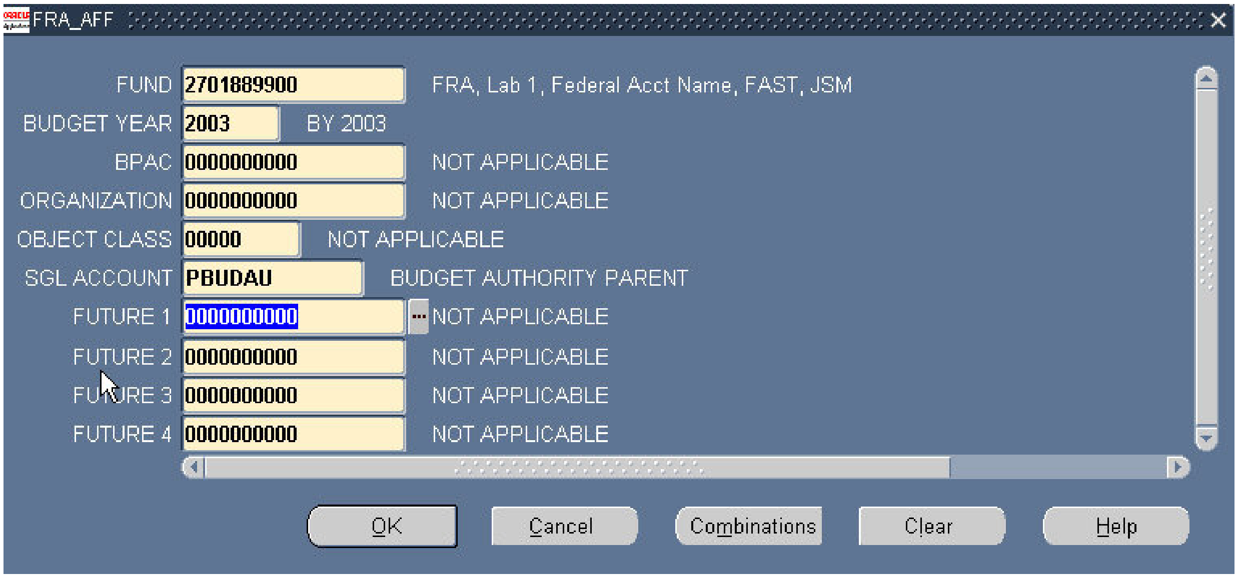
13. Select (B) OK.



14. For the SGL Account field, select (I) LOV. The SGL Account list of values window will appear.

15. Enter PB% in the Find field.

16. Select (B) Find.

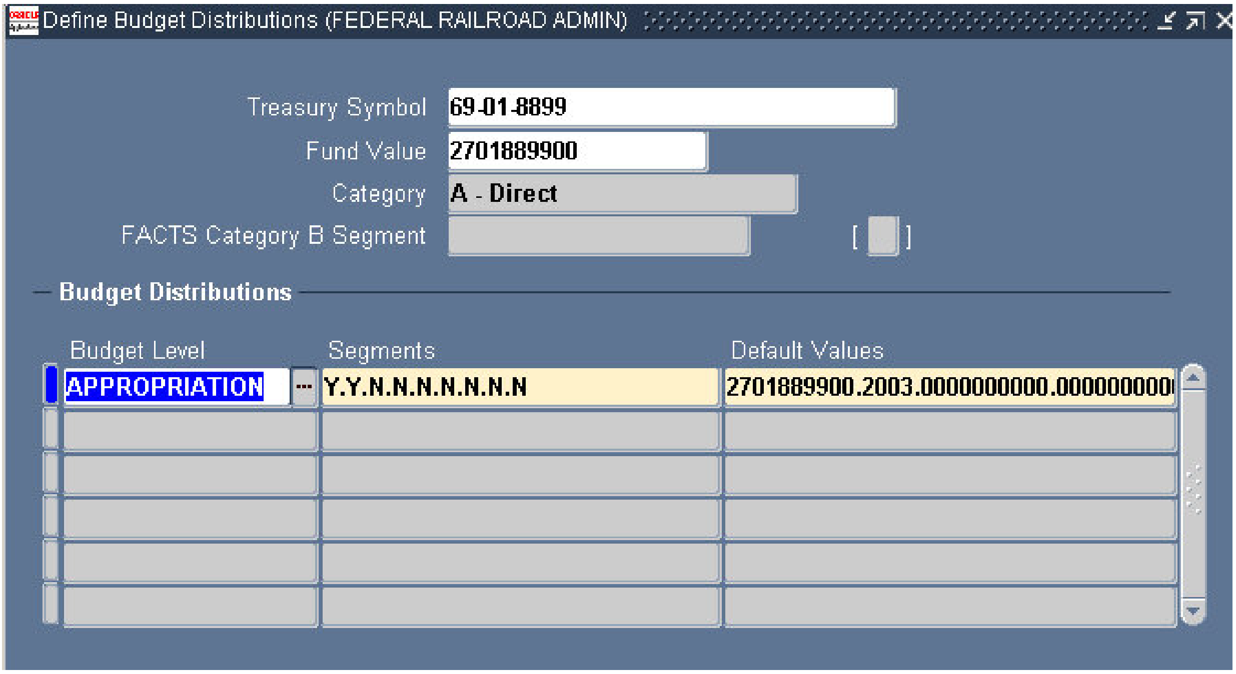


17. Since the PBUDAU is the only value matching our selection criteria, the value appears in the FRA_AFF window automatically.

18. Select (B) OK.

Lab 1 Solutions: Setting Up Budget Distributions

19. Compare your screen to the one below.



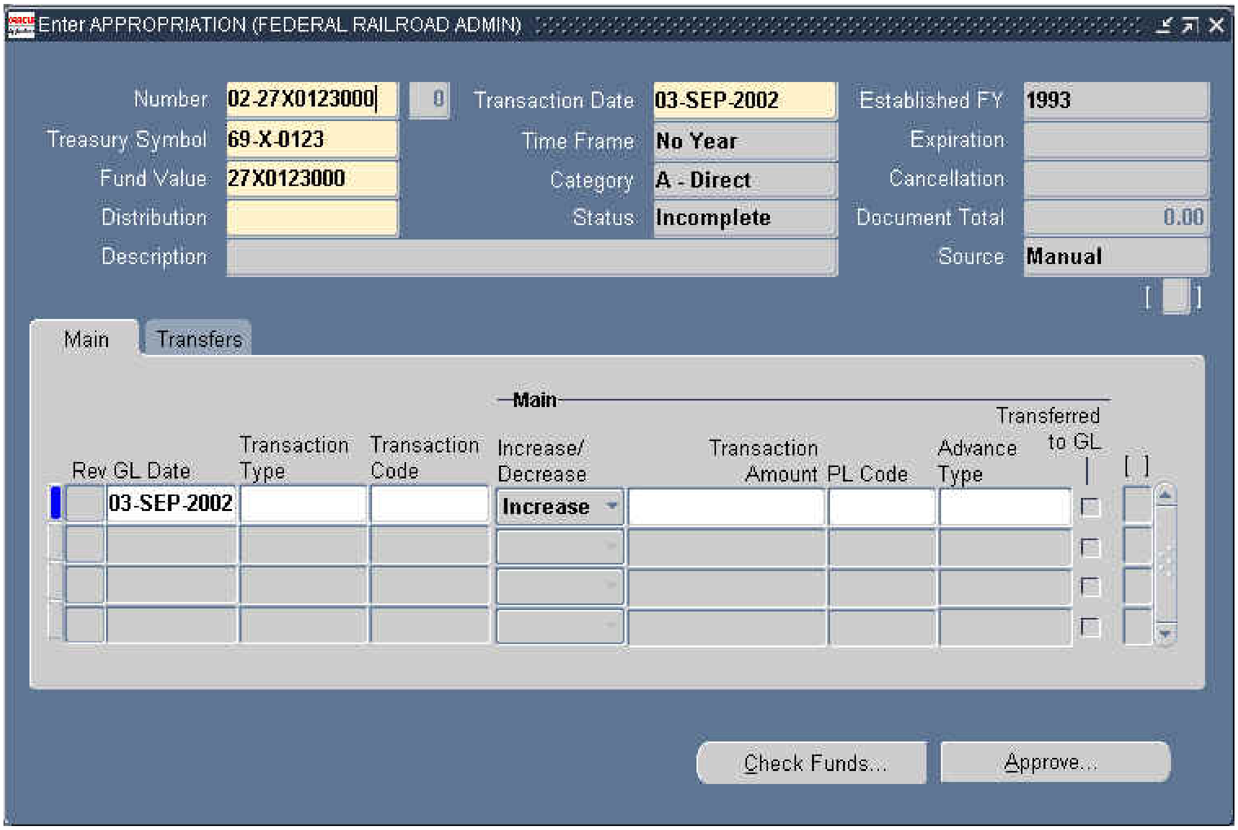
20. Select (I) Save or Save and Proceed from the File menu.

After entering your budget distributions, you are ready to begin to enter budgets.

> Note: It is recommended to coordinate with DELPHI when beginning to enter your budgets to ensure all the set-up accomplished to date will achieve your desired results.

Enter Appropriation

Oracle Federal Administrator
N→ Budget → Enter → Enter Appropriations
Enter Appropriation



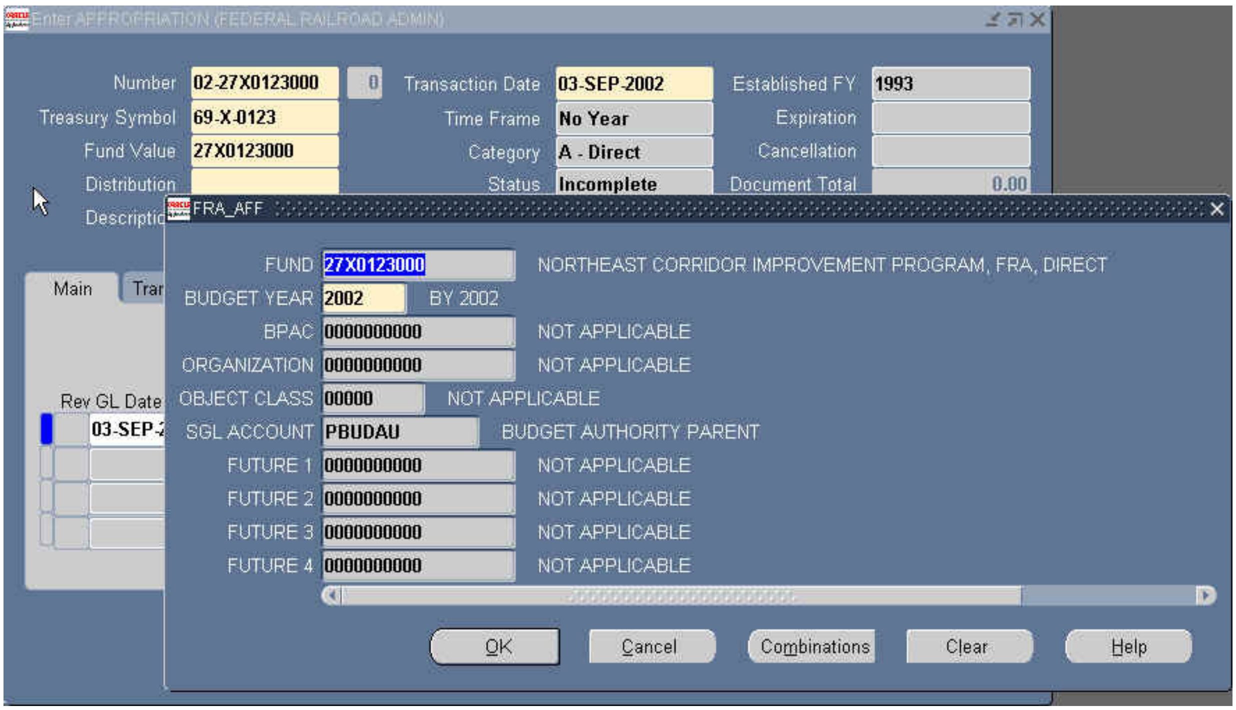
1. Enter data in the Enter Appropriation window based on the table below.

   IMPORTANT: Before entering data, query the Treasury Symbol field to ensure no previous record with the same Fund Value and Distribution, specifically Budget Year Segment, exist. This will help prevent the possibility of duplicate records being created. If a record is found with the same Fund Value and Budget Year, add data to the existing record. If no record is found with the same Fund Value and Budget Year, enter a new record by selecting (M) File: New.

   Note: See the comment in the Number field grid below regarding DELPHI document configuration recommendation.

ENTER APPROPRIATION		
Field Name	**Comments**	**Required?**
Number	This is a unique budget transaction number that is used for tracking purposes. DELPHI recommends entering the last two digits of the fiscal year followed by a dash and then the fund value. For example: If the fiscal year is 2002 and the fund value is 27X0123000, the number would be 02-27X0123000. This unique naming convention will (1) prevent the possibility of multiple records being created, (2) ease retrieval of documents in the Budget Transaction Summary window, and (3) provide consistency across sets of books.	Yes
[Revision Number]	Descriptive number for tracking purposes. After approval this number is incremented by 1 when the transaction is updated and saved.	Display Only
Treasury Symbol	Select the Treasury Symbol from the LOV. The Treasury Symbol must be previously defined in the Define Federal Account Symbol window. The following fields are populated after entering the Treasury Symbol: • Transaction Date • Time Frame • Status • Established FY • Source (Manual) • GL Date NOTE: To enter or modify a transaction for an existing appropriation, query the Treasury Symbol field. If necessary, use the arrow keys to scroll to the fund value.	Yes
Fund Value	Select the fund value for the appropriation from the LOV. The fund value must have previously been setup in the Define Appropriation Parameters window. The Category field is populated after selecting the Fund Value. NOTE: To enter or modify a transaction for an existing fund, query the Fund Value field.	Yes
Transaction Date	The transaction date defaults with today’s date. This date can be changed.	Yes
Time Frame	Automatically populated based on the Time Frame established for the Treasury Symbol in the Define Federal Account Symbols form.	Display Only
Category	Automatically populated based on the category established for the appropriation transaction in the Define Appropriation Parameters form.	Display Only
Status	This field displays the document status of either Incomplete, In Process, Rejected, Required Re-approval, Forwarded, Not Reserved or Approved, Reserved.	Display Only
Established FY	Automatically populated based on the fiscal year established for the Treasury Symbol in the Define Federal Account Symbols form.	Display Only
Expiration	Automatically populated based on the expiration date on	Display Only

	the Treasury Symbol from the Define Federal Account Symbols form.	
Cancellation	Automatically populated based on the cancellation date on the Treasury Symbol from the Define Federal Account Symbols form.	Display Only
Document Total	This field displays the control total for the sum of the transaction amounts.	Display Only
Source	Defaults to Manual for transactions entered in the Budget Execution Module. If the transaction was created from the reprogramming process this field will read "Reprogramming".	Display Only



2. In the Distribution field, select the LOV.

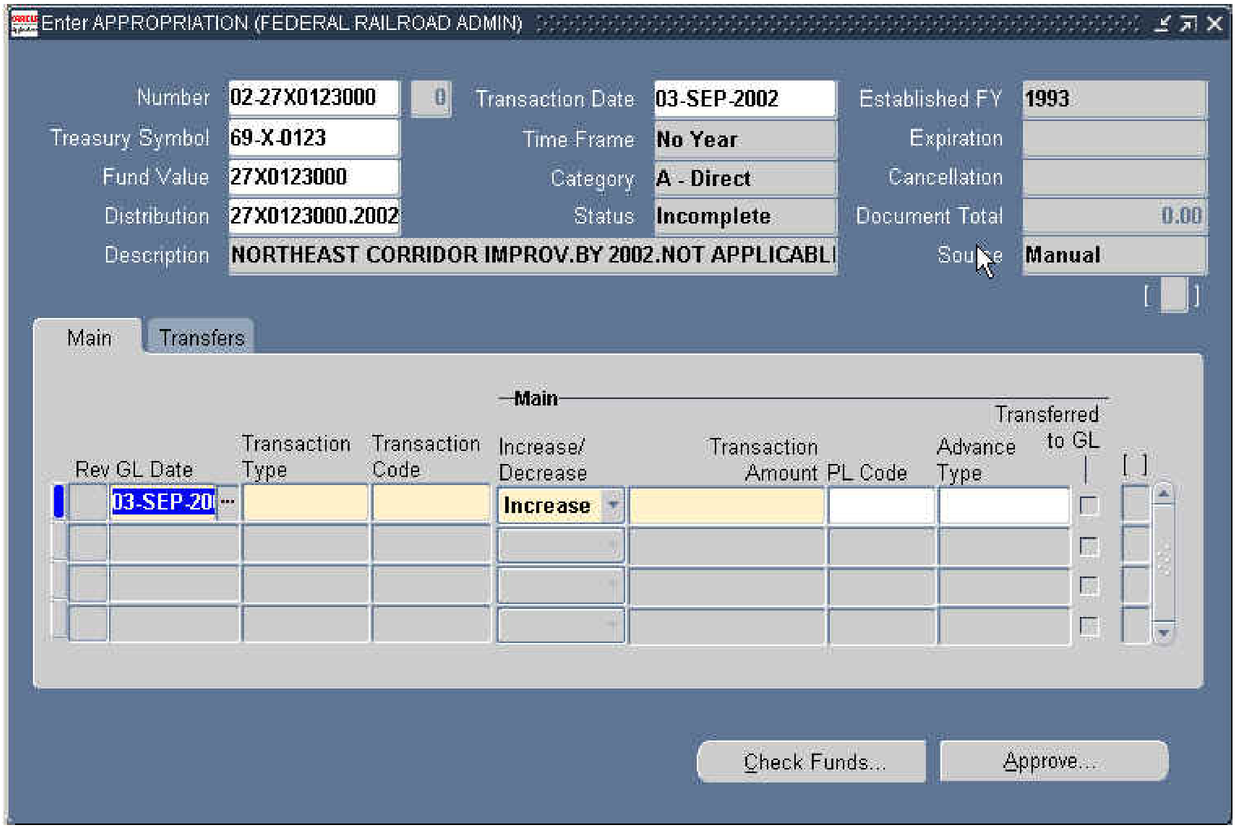
3. In the Accounting flexfield window, ensure the budget year in the Budget Year Segment field is in the same fiscal year as the GL Date.

   Notice the SGL Account field default value of "PBUDAU". This is the parent value for budgetary authority. This value defaults from the Define Budget Distribution window.

ENTER APPROPRIATION (continued)		
Field Name	**Comments**	**Required?**
Distribution	After selecting the LOV, the Accounting Flexfield window appears listing the 10 segments accounting flexfield. Only the segments enabled in the Define Budget Distributions window for distribution to the fund value will be available for editing. The exception is the	Yes

	fund value, which defaults from the previous window, Enter Appropriation, Fund Value field.	
Description	Automatically populates with the budget distribution account segment description after enter the Distribution.	Display Only

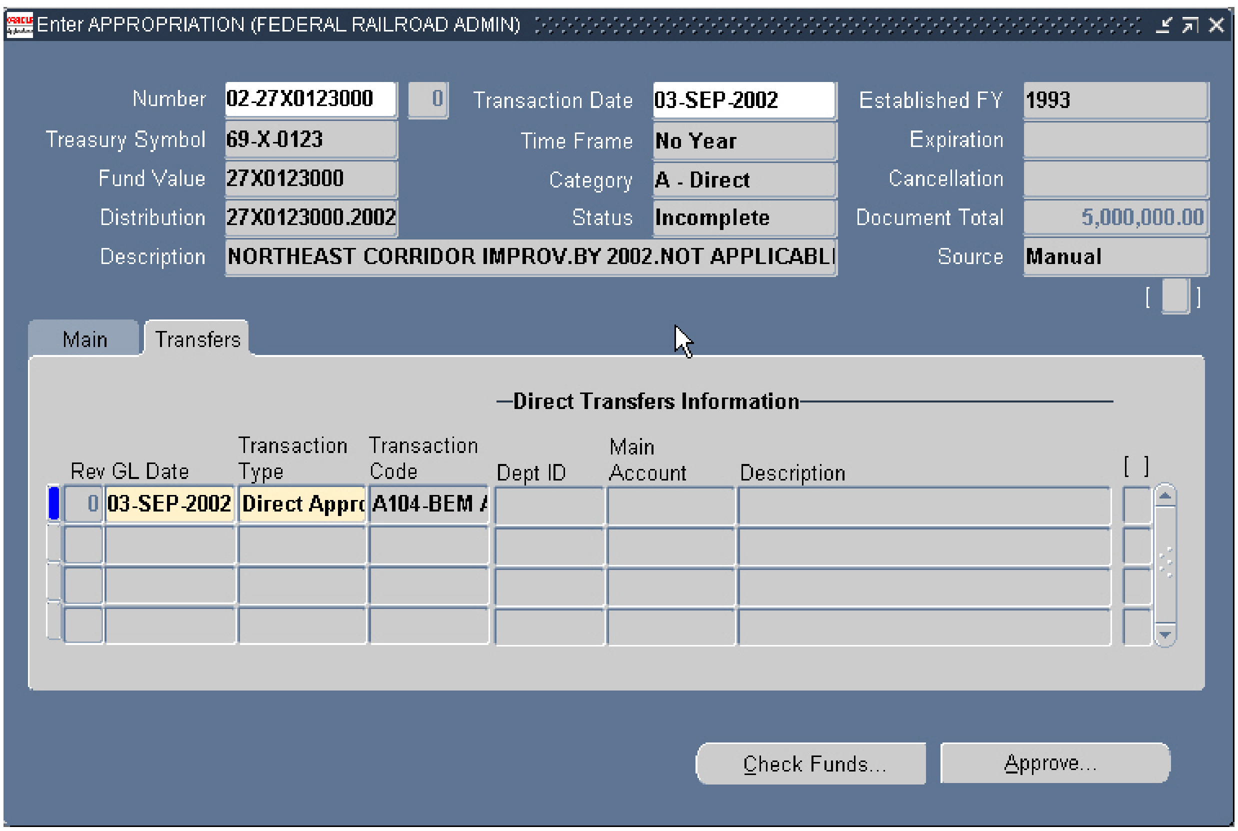
4. Select (B) OK.



5. Enter data in the Main Tab area of the Enter Appropriation window based on the table below.

ENTER APPROPRIATION (continued)		
Field Name	**Comments**	**Required?**
Main TAB		
Rev	Descriptive number used for tracking purposes. This field is incremented by 1 after the transaction is approved, updated and saved.	Display Only
GL Date	The accounting period to which the transaction is to be posted. The GL Date must fall within an open or future-entry General Ledger period.	Yes
Transaction Type	The transaction type defined in the Define Transaction Types window for the budget level.	Yes
Transaction Code	The transaction code defined in the Define Transaction Type window. Note: If the transaction code is marked as updateable in	Yes

	the Define Budget Transaction Type window, the user can select from other transaction codes defined in the transaction code list within the transaction type window. If the transaction code is not updateable, the default transaction code, as defined in the Define Transaction Types window, is populated.	
Main Area		
Increase/Decrease	Select increase or decrease to the transaction amount for the fund value.	Yes
Transaction Amount	Enter the transaction amount. Positive numbers only.	Yes
PL Code	Enter the specific public law related to the appropriation. Required for FACTS II reporting. The format for the Public Law field is NNN-NNN, all numeric, including the dash. DO NOT enter the PL preceding the number.	Yes
Advance Type	Select if the Advance flag checkbox is enabled in the Define Budget Transaction Types window for the transaction type selected.	No
Transferred to GL Checkbox	If checked, indicates the transaction has been transferred to General Ledger. If not checked, indicates the transaction has not been transferred to General Ledger.	Display Only
[Descriptive Flexfield]	User-customization field. Not used in DELPHI at this time.	No



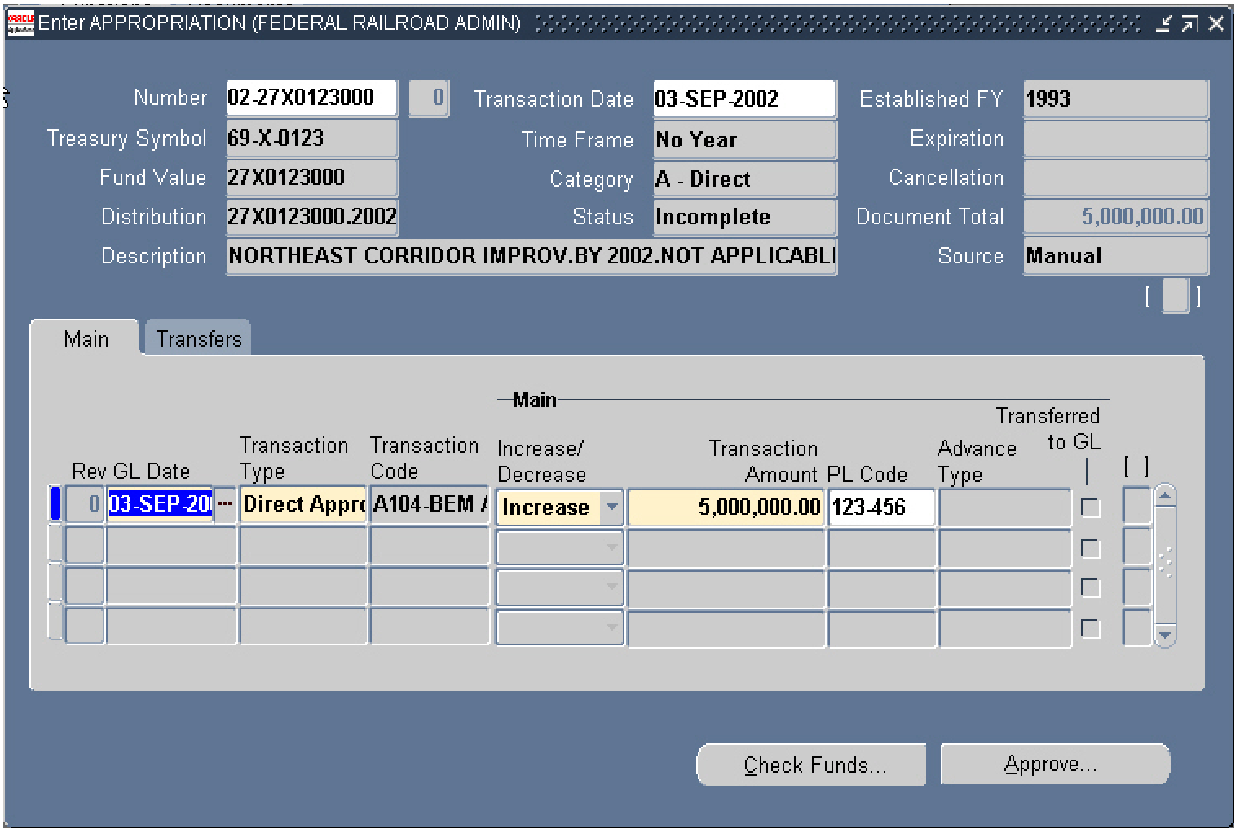
6. Select the Transfers Tab if the transaction is a transfer from or to another agency. Enter the department identifier in the Dept ID field, the fund group in the Main Account field and a brief description in the Direct Transfers Information Area.

   Note: The Direct Transfers Information area will only allow entry if the Transfer Flag checkbox in the Define Transaction Types window for the transaction type is selected.

7. Verify that the Treasury Symbol, Fund Value, Distribution, Transaction Type, Transaction Code, Transaction Amount, and Public law are entered correctly.

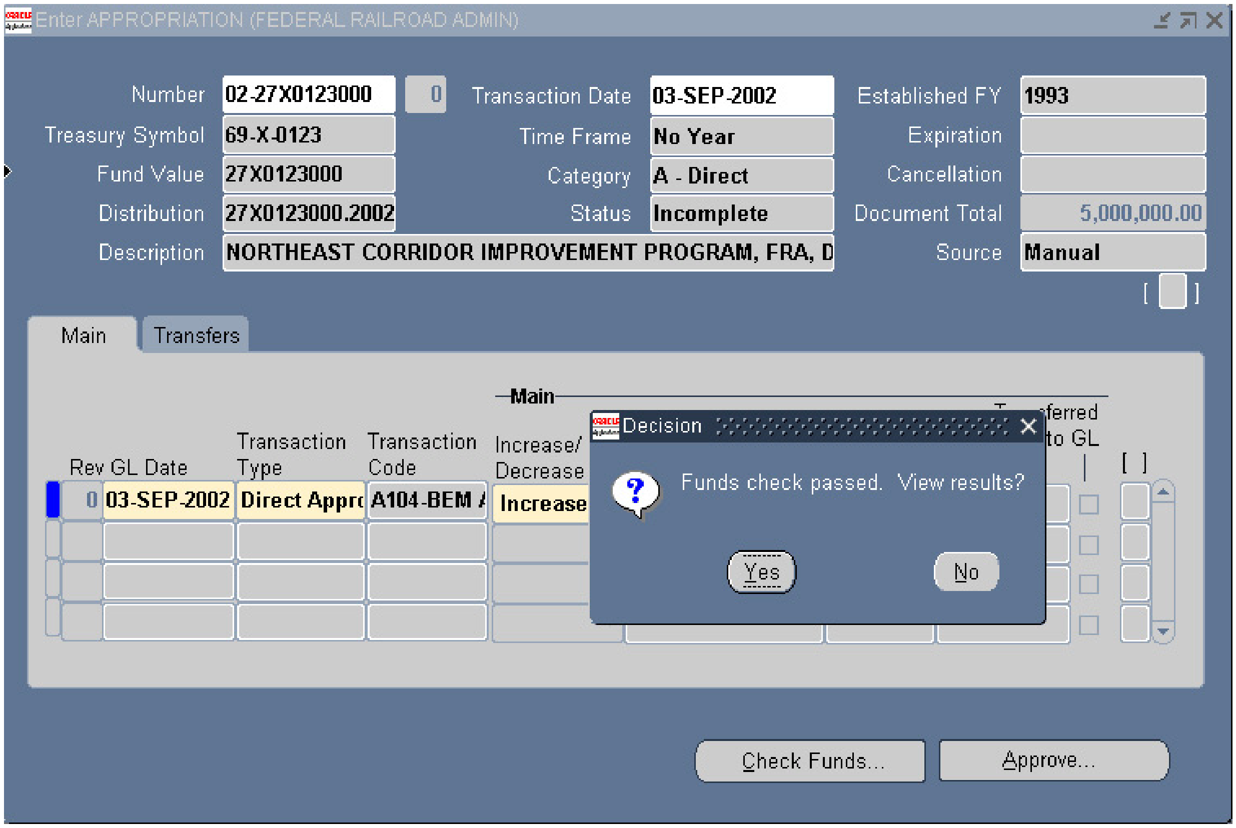
ENTER APPROPRIATION (continued)		
Field Name	**Comments**	**Required?**
Transfers TAB		
Direct Transfers Information		
Dept ID	Enter the department identifier of the agency involved in the transfer. This field is only enterable if the Transfer Flag checkbox in the Define Transaction Types window is selected.	No
Main Account	Enter the main account code (fund group code) of the agency involved in the transfer. If Transfer Flag checkbox is enabled in the Define Transaction Types window this field will allow entry.	No
Description	Enter a brief description of the transfer transaction.	No
[Descriptive Flexfield]	User-Customization field. Not used in DELPHI at this time.	No

8. Save your work. Notice 2 records will be saved.

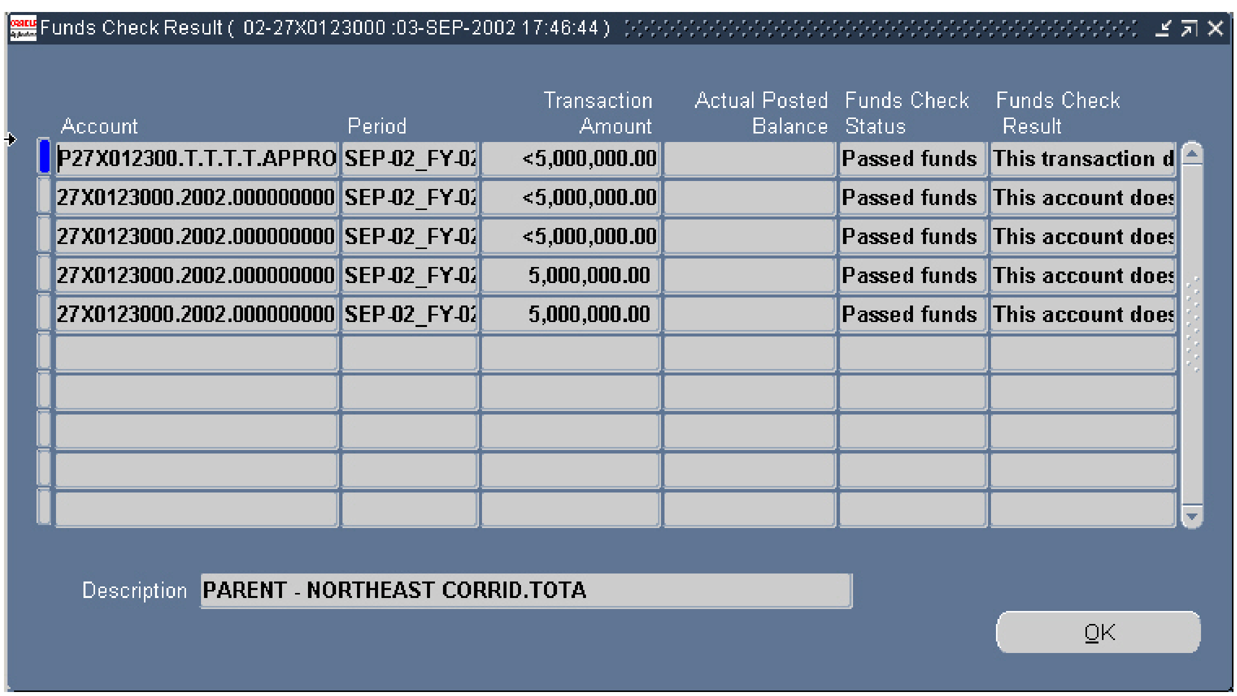


After saving, the Document Total is updated with the total of all transactions entered in the Enter Appropriation window.

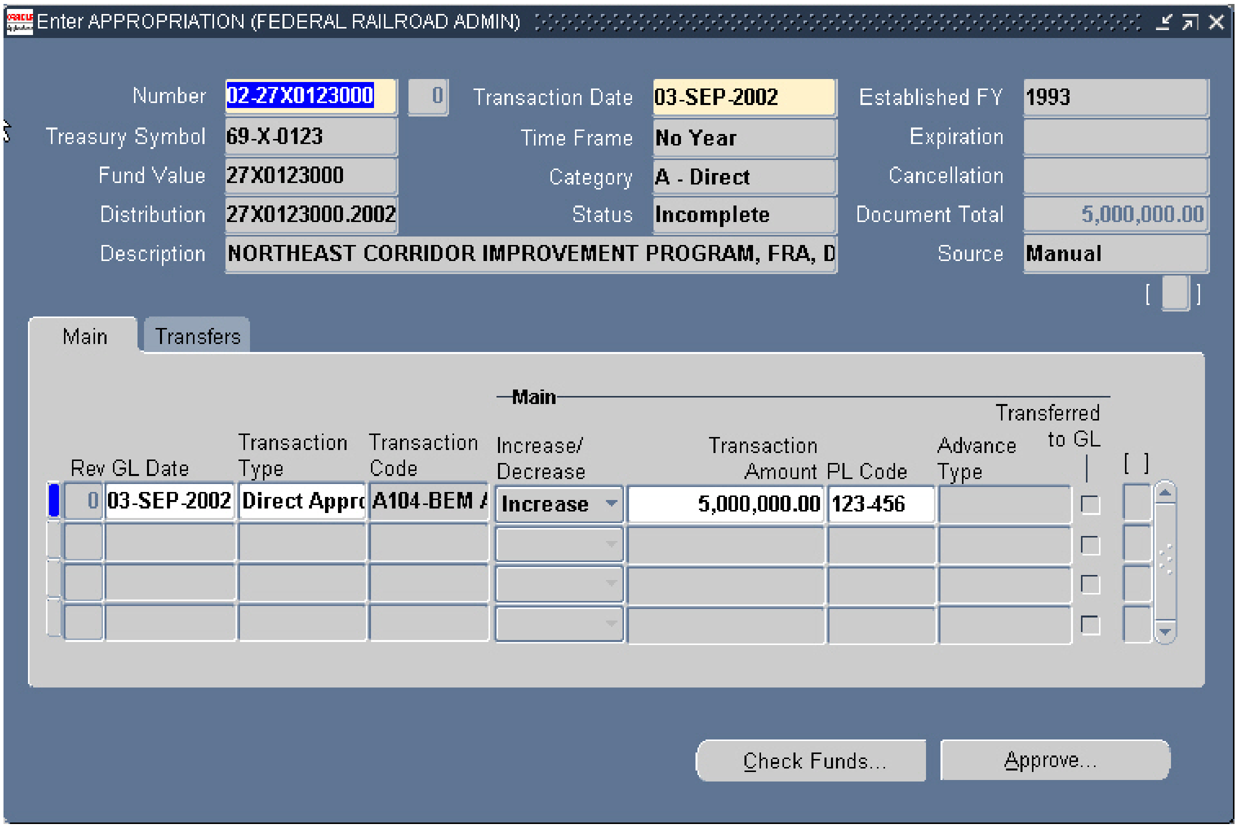
9. Select (B) Check Funds to initiate the funds checking process.



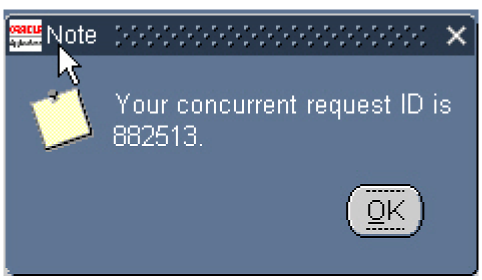
10. Select (B) Yes to view the funds checking results.



11. After viewing funds checking results, select (B) OK to return to the Enter Appropriation window.

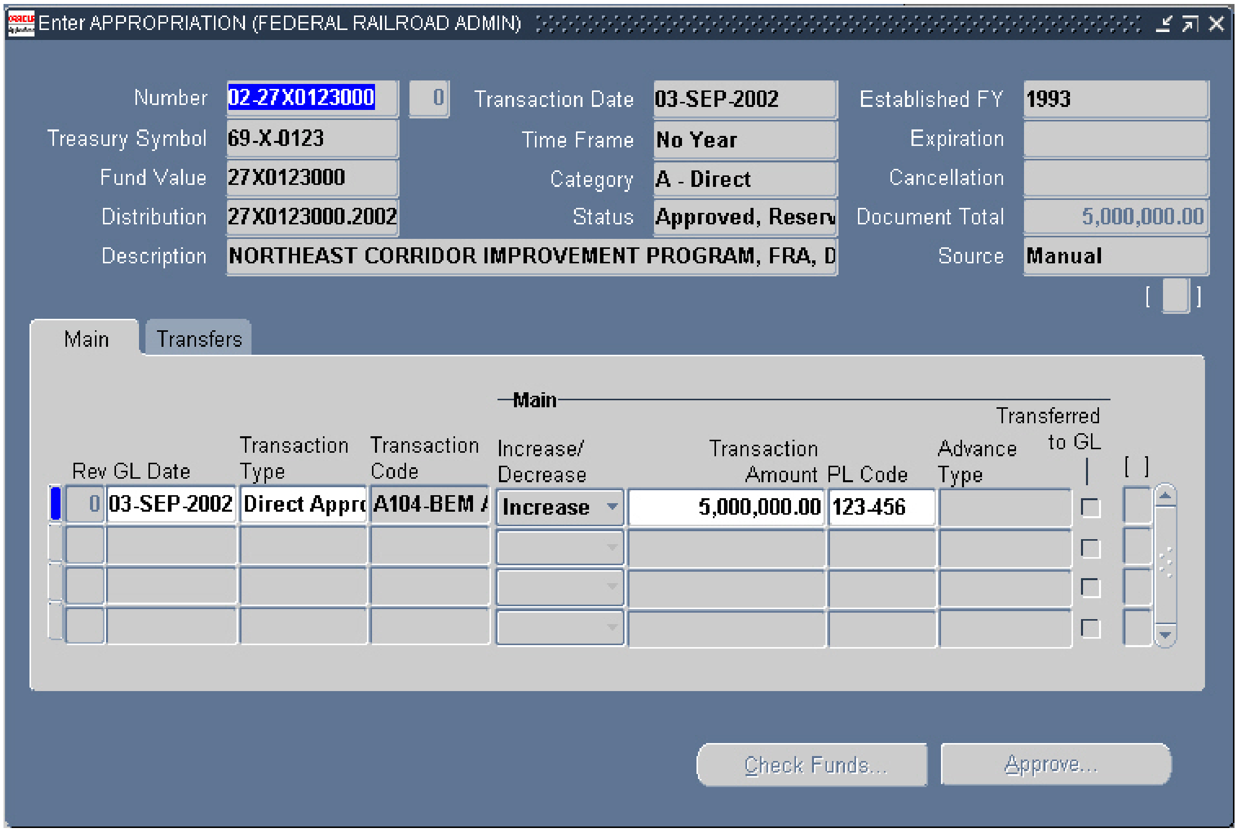


12. Select (B) Approve to initiate the budget execution transaction approval process.



You will receive a concurrent request ID number.

13. Select (B) OK.



Notice the Status changed from "Incomplete" to "In Process" to "Approved, Reserved".

14. Select (M) File: New to enter a new record or exit the Enter Appropriation window.

Cohort Identification

{Source: OMB Circular A-11 (2002)}

The Office of Management and Budget Issues instructions regarding the Federal Credit Reform Act of 1990, known as the FCRA. These instructions apply to all programs who provide direct loans or loan guarantees to non-Federal entitles.

While section 504(b) of the FCRA provides that new direct loan obligations and new loan guarantee commitments may be made only to the extent that:

- New budget authority to cover their costs is provided in advance in an appropriations act;
- A limitation on the use of funds otherwise available for the cost of a direct loan or loan guarantee program is provided in advance in an appropriations act; or
- Authority is otherwise provided in an appropriations act.

Cohort means that all direct loans or loan guarantees of a program for which a subsidy appropriation is provided for a given fiscal year (except as provided below for pre-1992 direct loans and loan guarantees that are modified). For direct loans and loan guarantees for which a subsidy appropriation is provided for one fiscal year, the cohort will be defined by that fiscal year. For direct loans and loan guarantees for which multi-year or no-year appropriations are provided, the cohort is defined by the year of obligation. Direct loans and loan guarantees that are made from supplemental appropriations will be recorded in the same cohort as those that are funded in annual appropriations acts. These rules apply even if the direct loans or guaranteed loans are disbursed in subsequent years.

Cohort accounting applies to post-1991 direct loans and loan guarantees and pre-1992 direct loans and loan guarantees that have been modified. Post-1991 direct loans or loan guarantees remain with their original cohort throughout the life of the loans, even if they are modified. Pre-1992 direct and guaranteed loans are assigned to a single cohort by program and credit instrument regardless of the fiscal year of the subsidy appropriation. For purposes of budget presentation, cohorts will be aggregated. However, other accounting and other records must be maintained separately for each cohort.

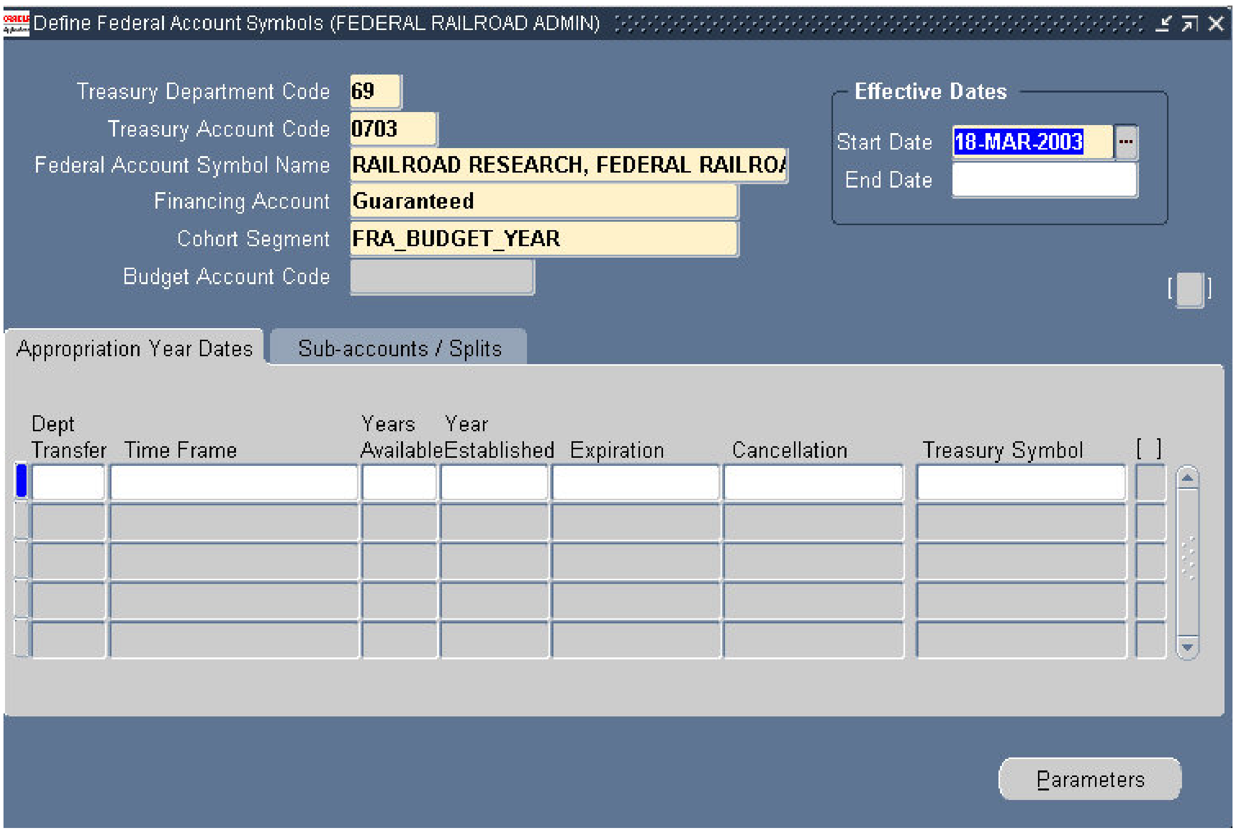
Pre-FCRA Loans Pre-1992	Cohort Applies to Post-1991 and Pre-1992, if modified		
Accounting Yr	Type Approp.	Funding Type	Cohort Year
Year of Credit Instrument regardless of year	Subsidy Approp.	One-Year	= Same Year
		Multi-Year	Yr of Oblig.

regardless of year of Subsidy Approp	Supplemental Approp.	No-Year	Yr of Oblig.
		Annual	Use Year of Annual Approp.

Oracle Identification of Cohort:

Use the GL FedAdmin Systems Accountant or GL FedAdmin DELPHI Controller Responsibility

N → Setup → Appropriation → Define Federal Accounts Symbols



Note: The Cohort Segment field is required when the type of Financing Account selected is either Direct or Guaranteed.

Select the agency's budget year segment as Cohort identification.

Lab 1: Entering Appropriations in the Budget Execution Module

Instructions

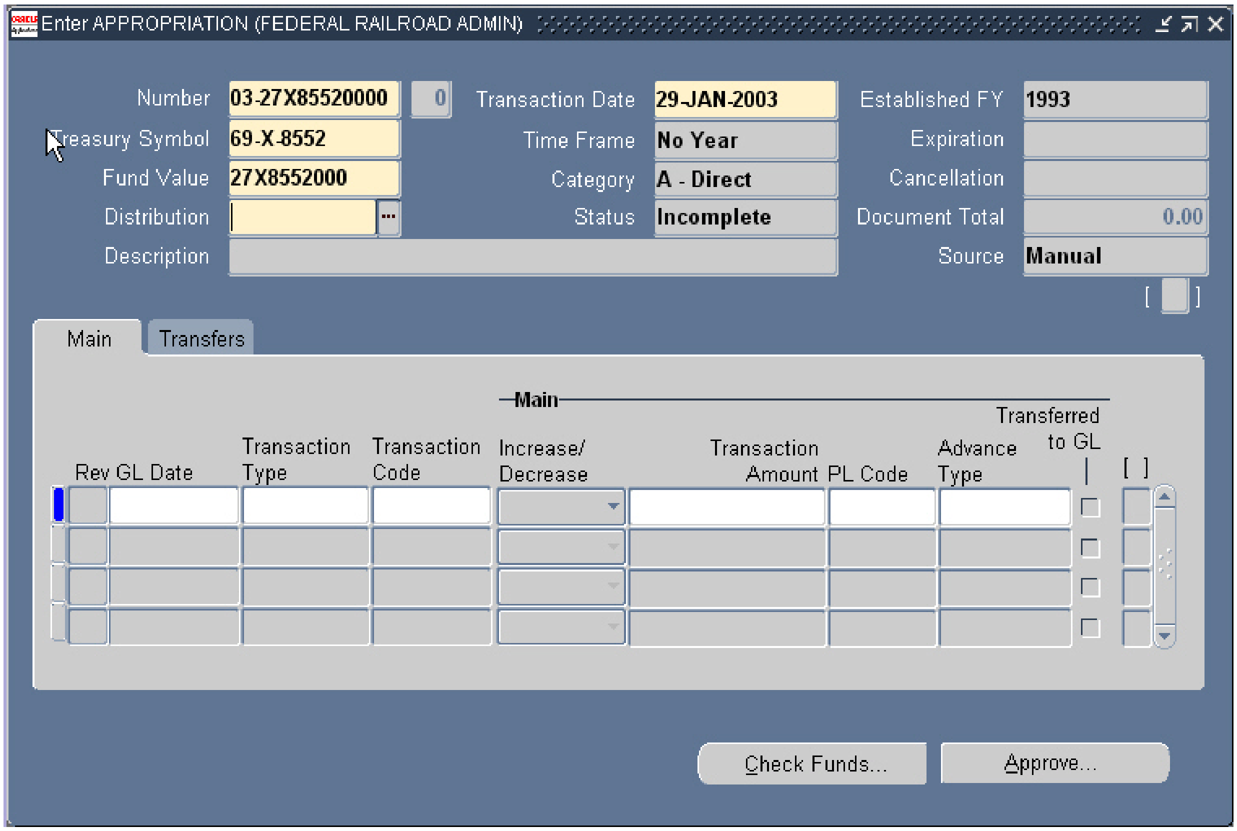
Your agency has just received a new No Year appropriation for FY-03 and it needs to be recorded in the Budget Execution Module. The amount of this direct appropriation is $5,000,000. Treasury Symbol is 69-X-8552 with Fund Value of 27X8552_ _ _. (For purposes of this lab in the 'Number' field, use your initials in place of the last three positions of the fund value).

- The number field value is 03-27X8552_ _ _, your initials
- The Public Law is 108-234.
- Use the FRA transaction code
- Insure that your budget journal is transferred to GL.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module

1. Navigate to the Enter Appropriations form from the GL Fed Admin Systems Accountant responsibility.

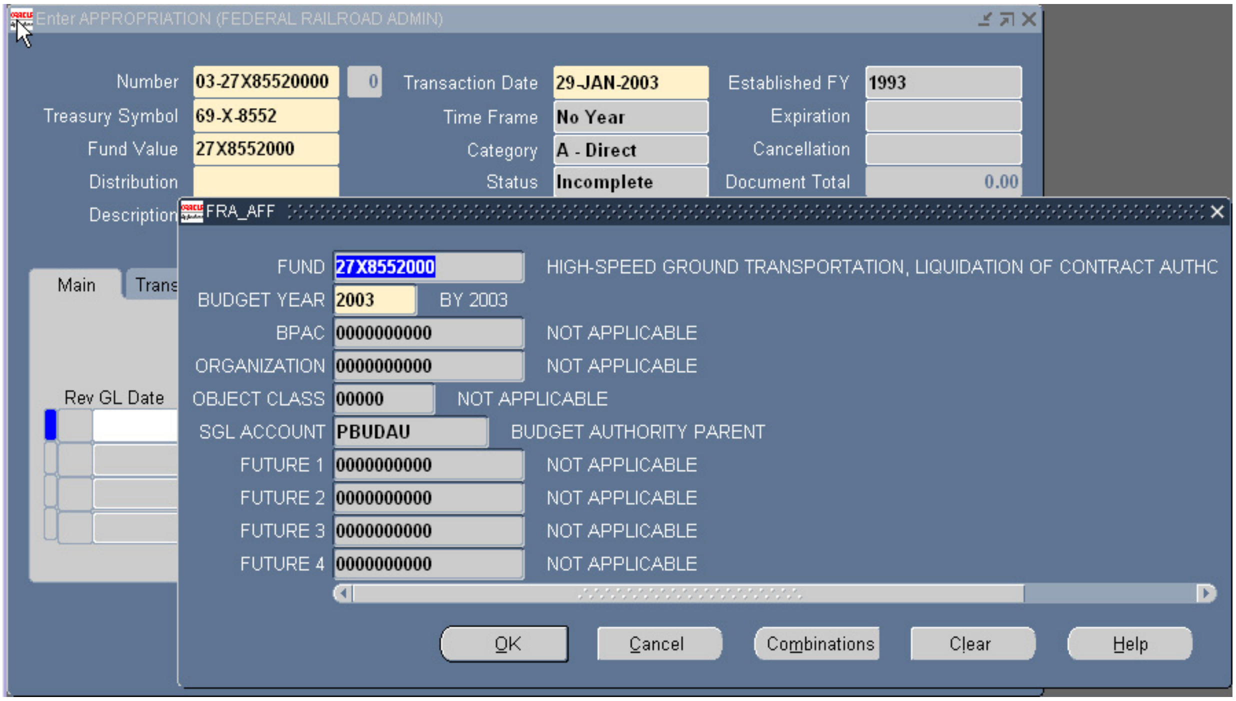
   N → Enter → Enter Appropriations



2. Enter the two-digit fiscal year, dash, and fund value in the number field. Use your initials as the last 3 positions of the Fund Value.

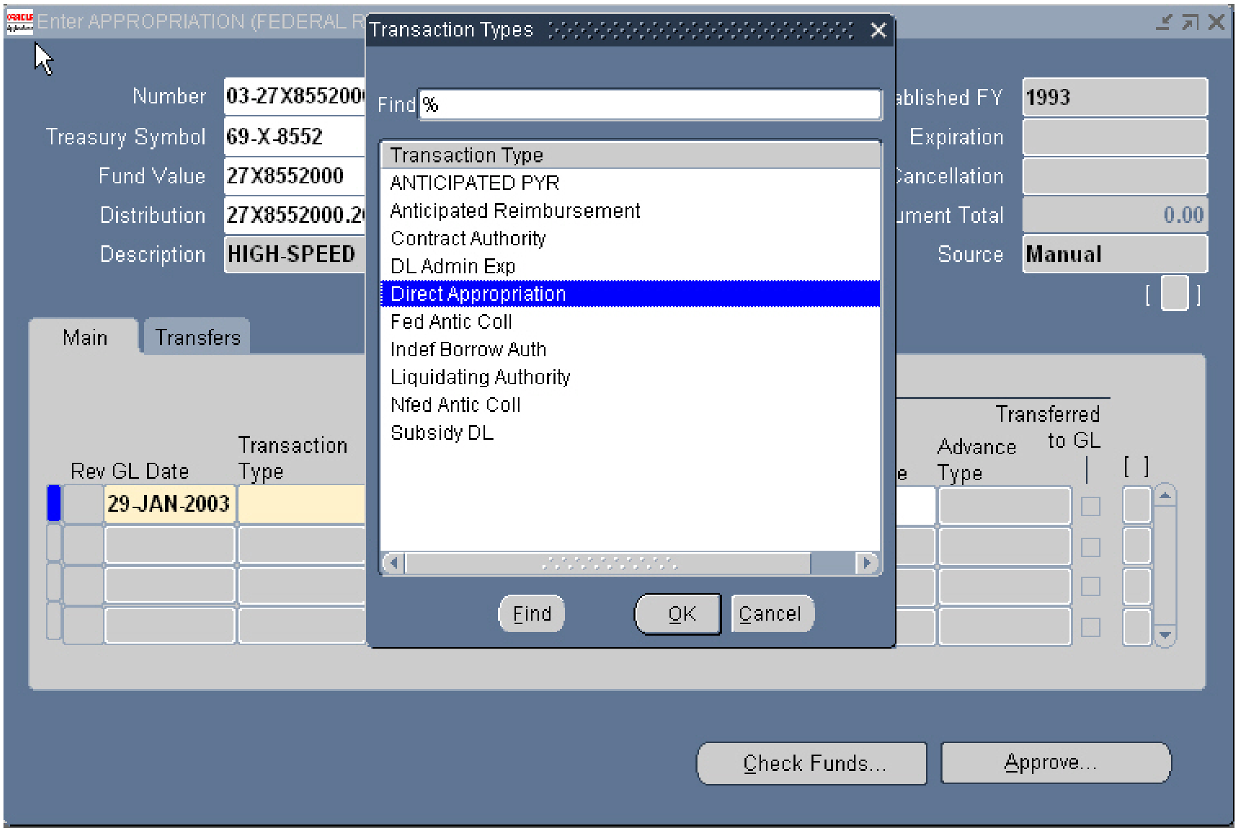
3. Select the Treasury Symbol 69-X-8552 from the LOV.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



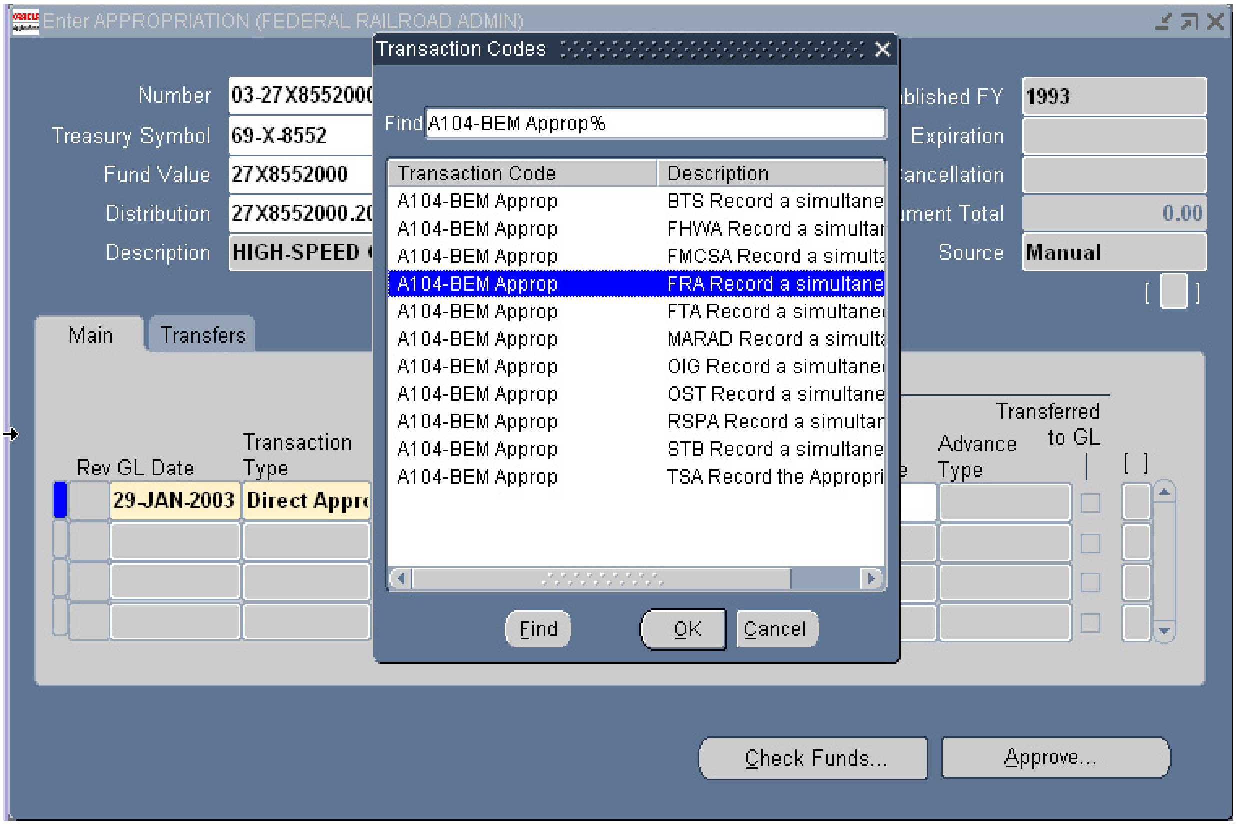
4. Select the distribution field to open the Accounting flexfield form. Select (B) OK.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



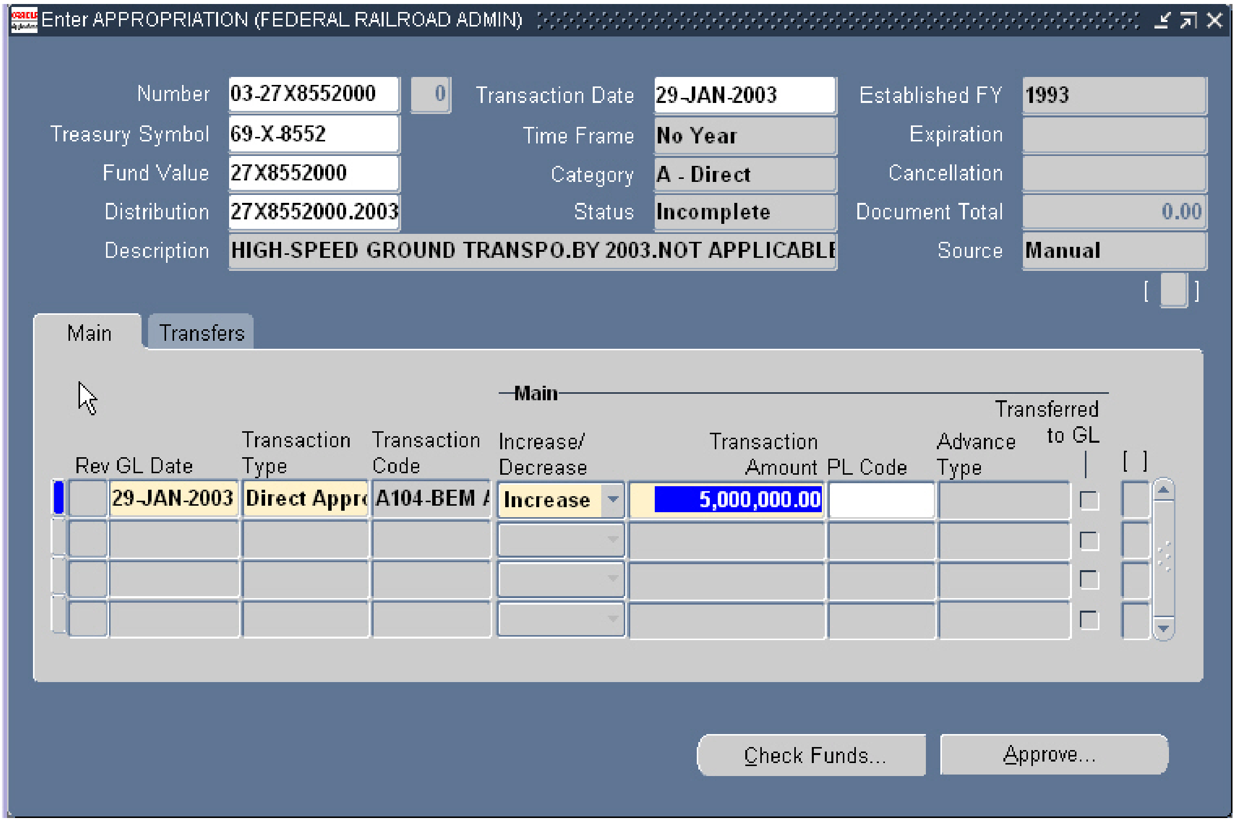
5. In the Transaction Type window, select Direct Appropriation from the list of values and then select (B) OK. The Transaction Codes window automatically opens.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



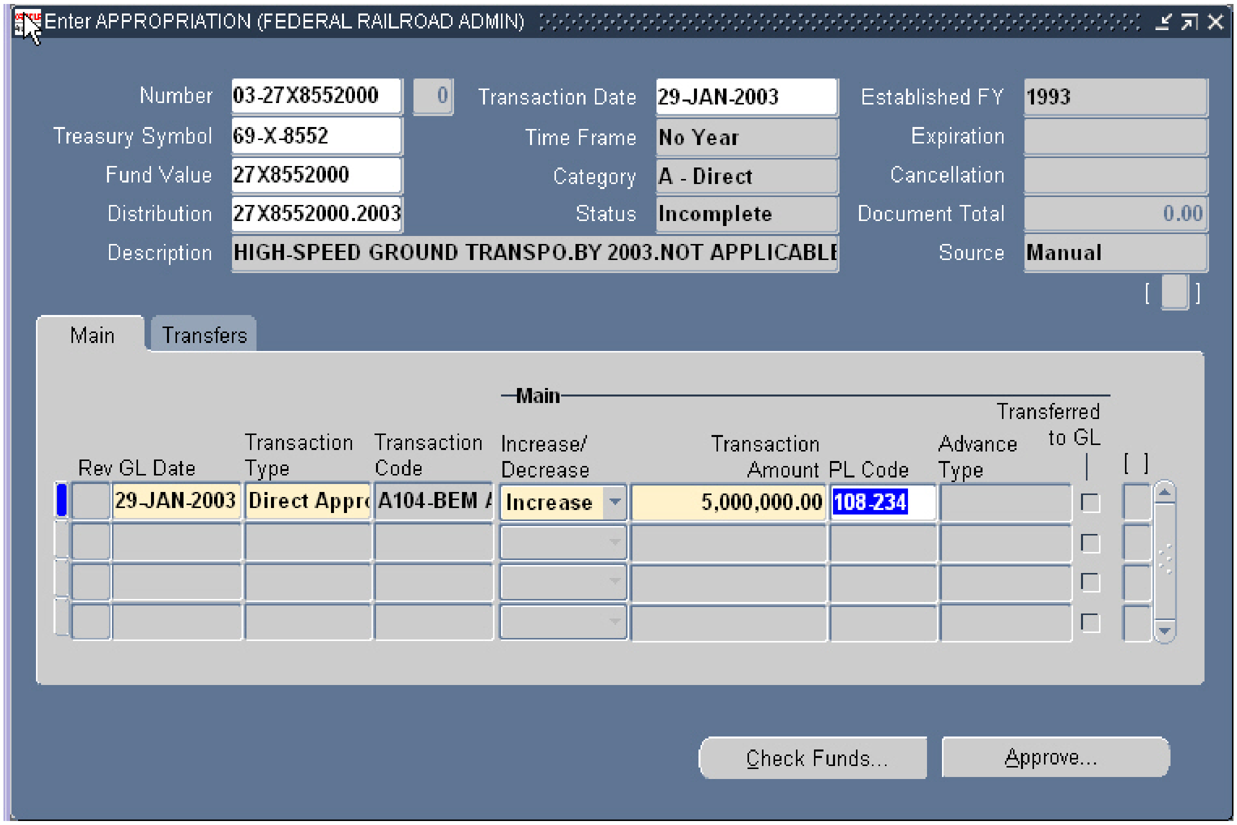
6. Select Transaction Code for FRA Set of Books and then select (B) OK.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



7. In the Transaction Amount field, enter 5,000,000.00

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module

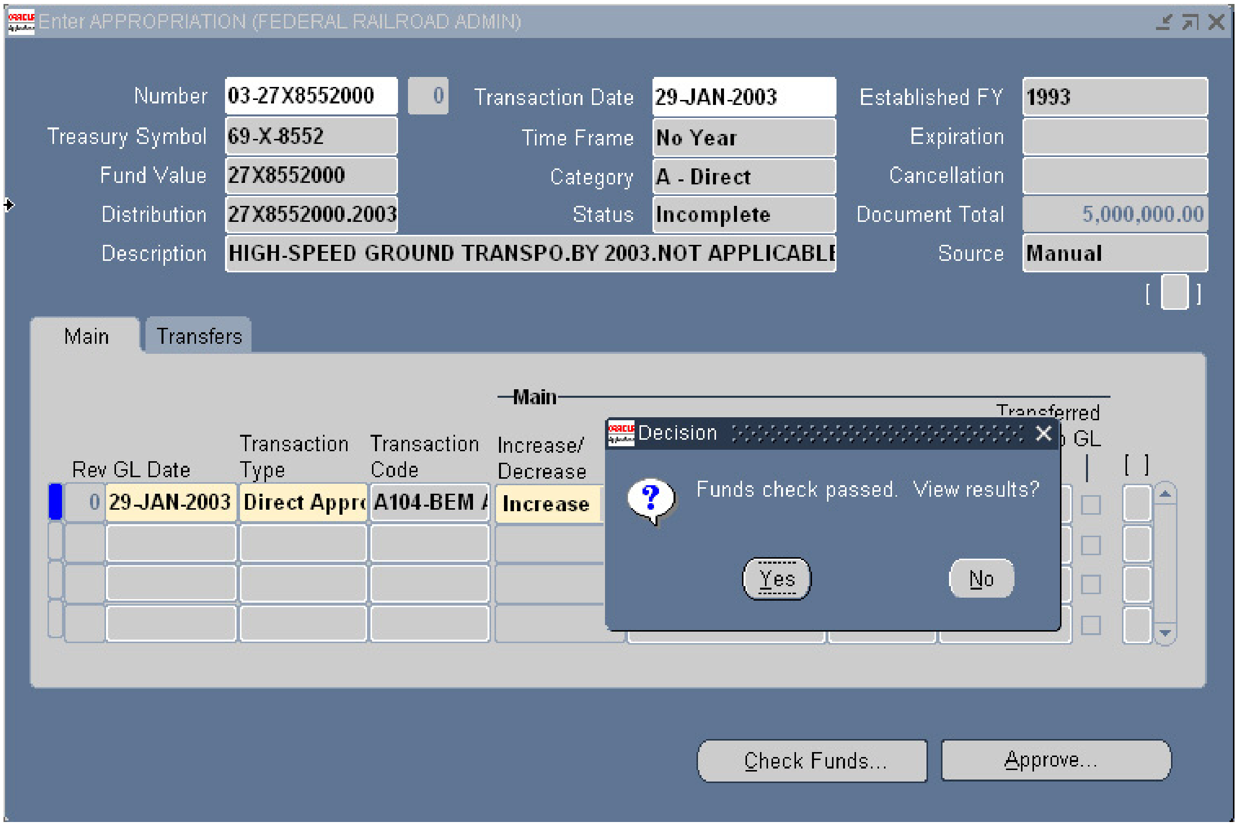


8. In the PL Code field, enter the Public Law Code. (The public law must be entered for FACTS II Reporting requirements).

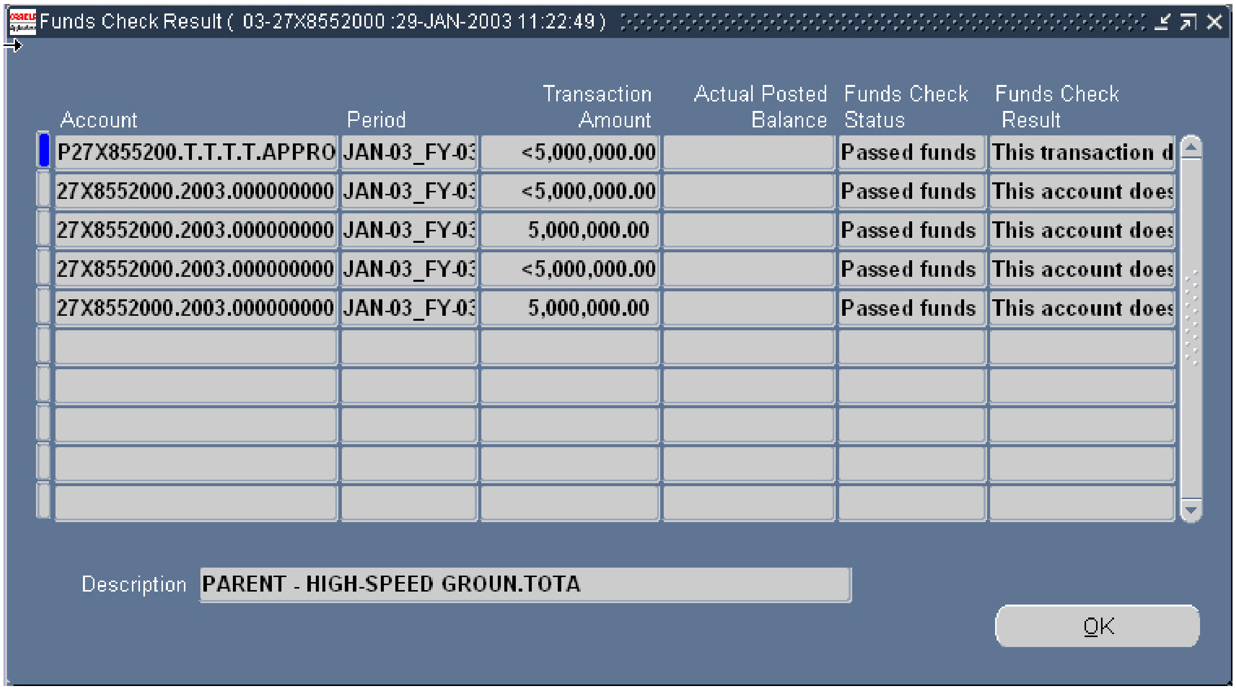
9. Save your work.

10. Select (B) Check Funds. A Decision window appears.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module

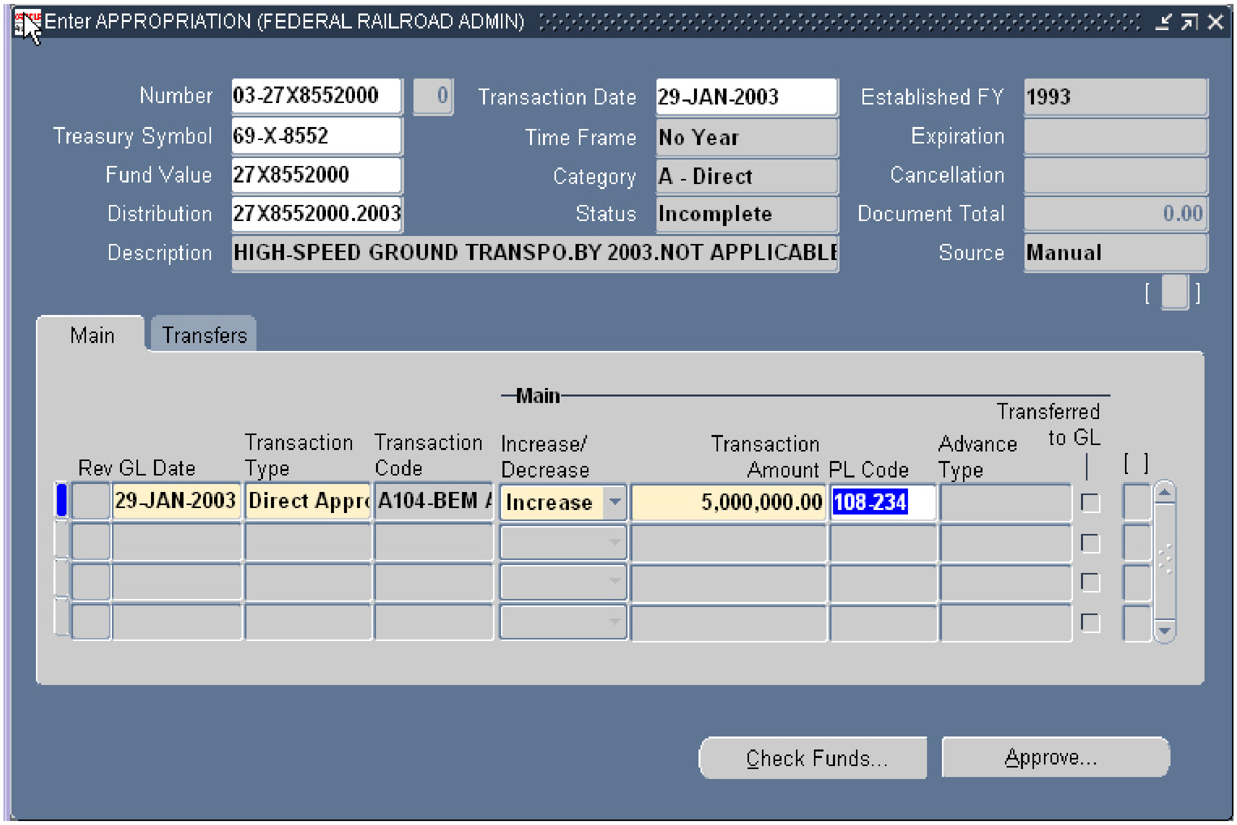


11. Select (B) Yes. The Funds Check Result window is displayed.



12. Select (B) OK.

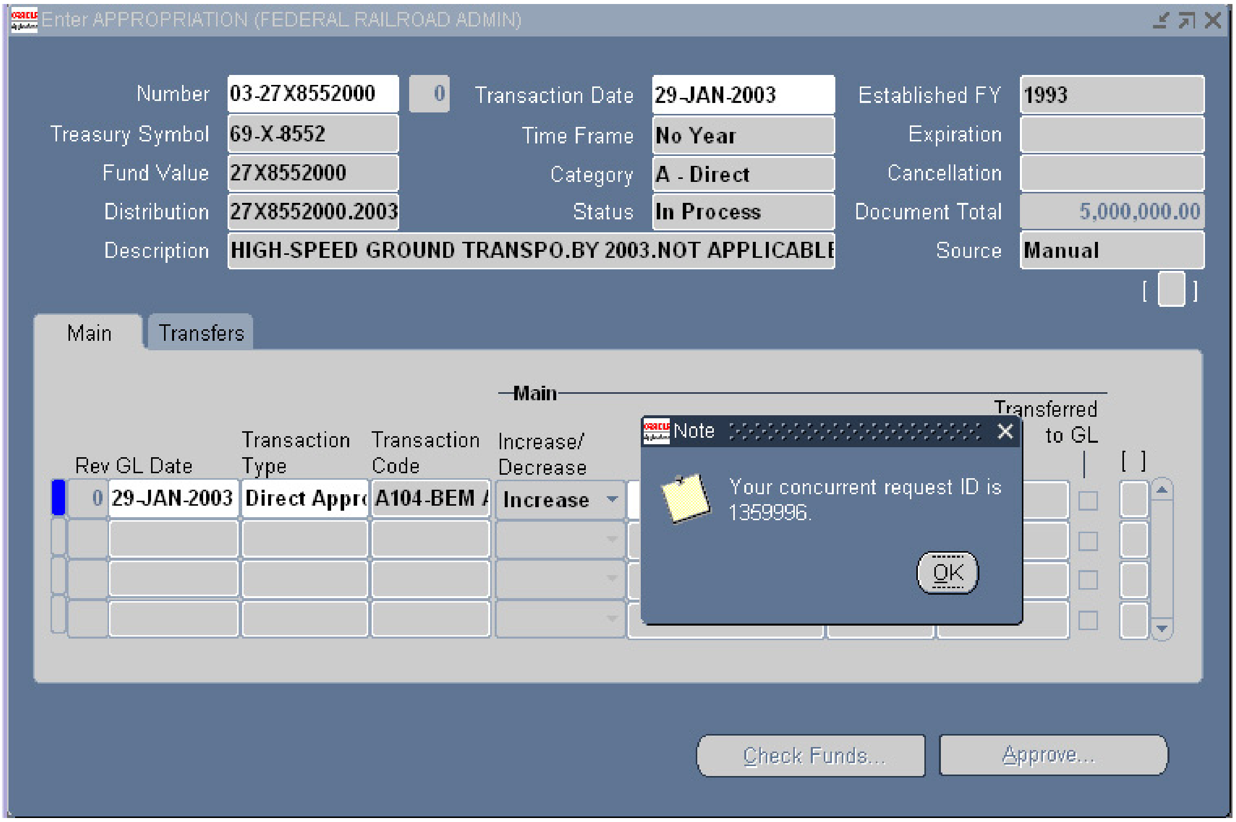
Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



13. Select (B) Approve.

    A note window appears containing a concurrent request ID.

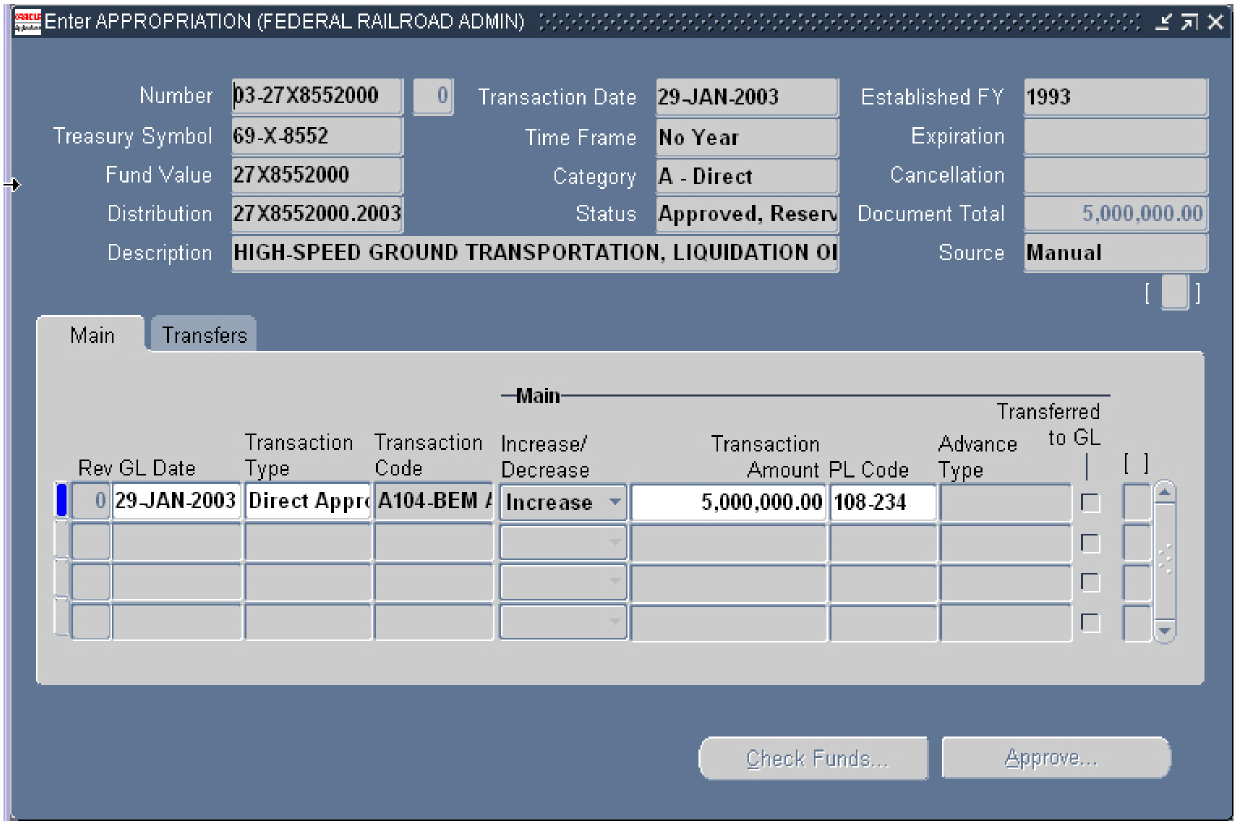
Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



14. Select (B) OK. Notice the Status field changes from "Incomplete" to "In Process".

15. Record your concurrent request number to review.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



Note: Notice the Status field changes from "In Process" to "Approved/Reserved".

The transactions are transferred to General Ledger in the "Budget Execution Transfer to General Ledger" process through a concurrent request set that runs nightly. For this lab, the instructor will run the process.

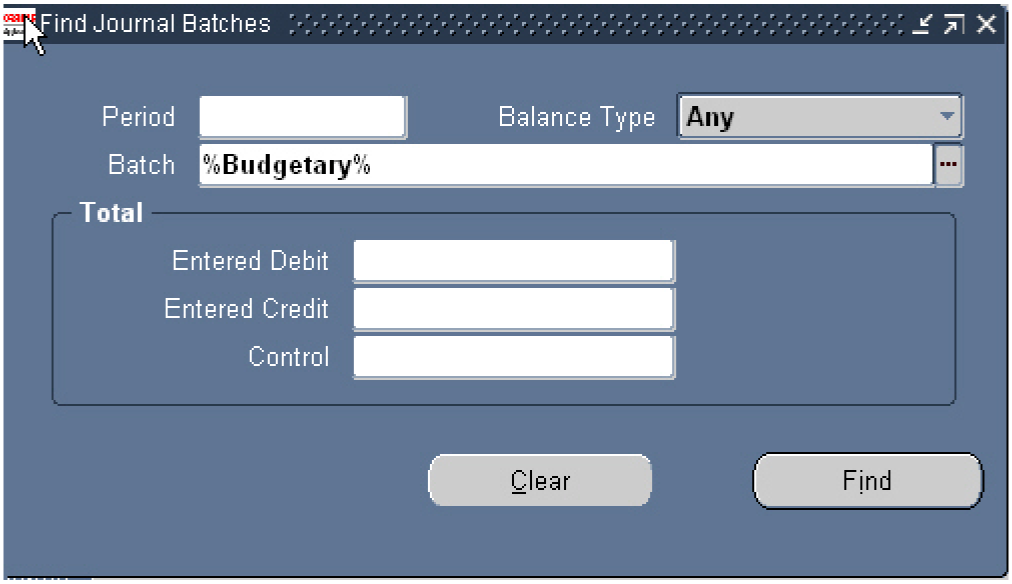
Normally, the following step would be done the next workday following entry.

16. Switch responsibilities to GL Systems Accountant.

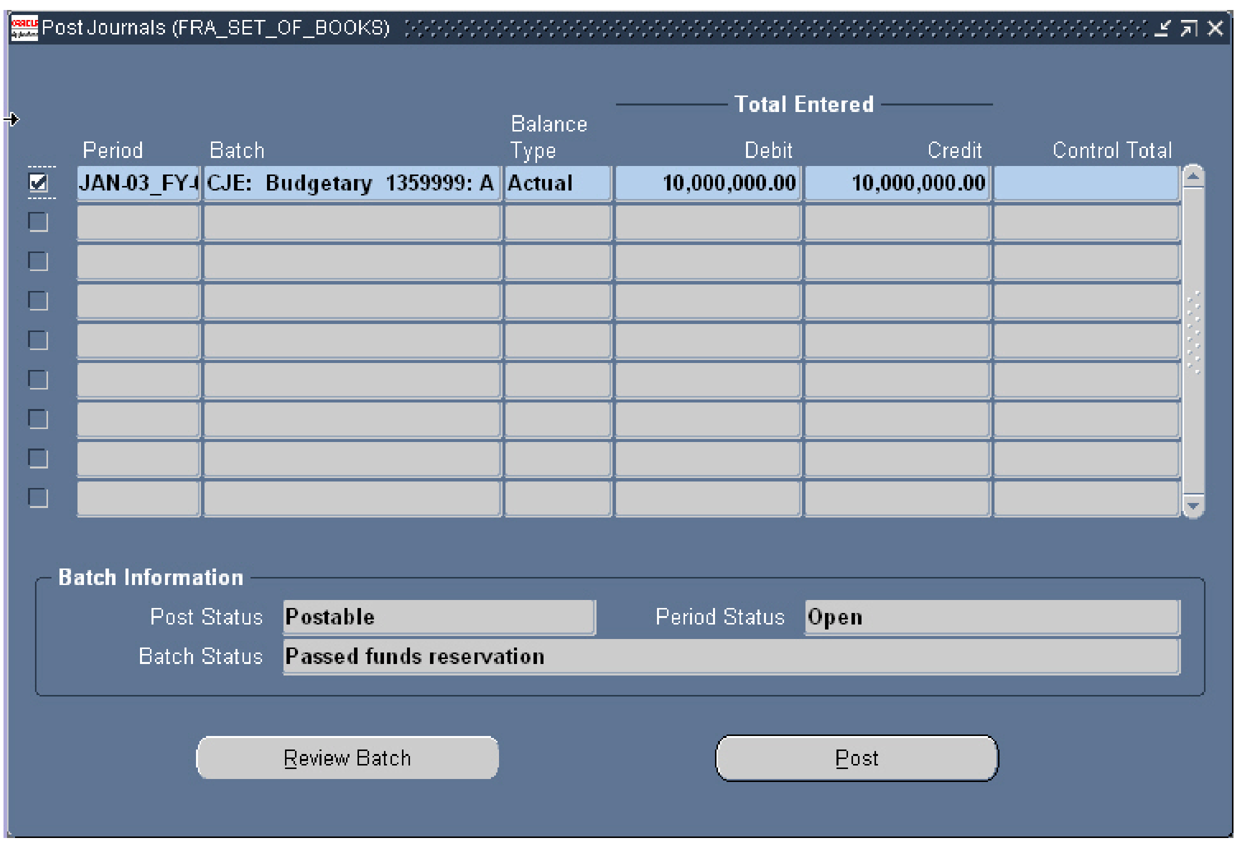
17. Navigate to the Journal Post window.

    N → Enter → Post

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module

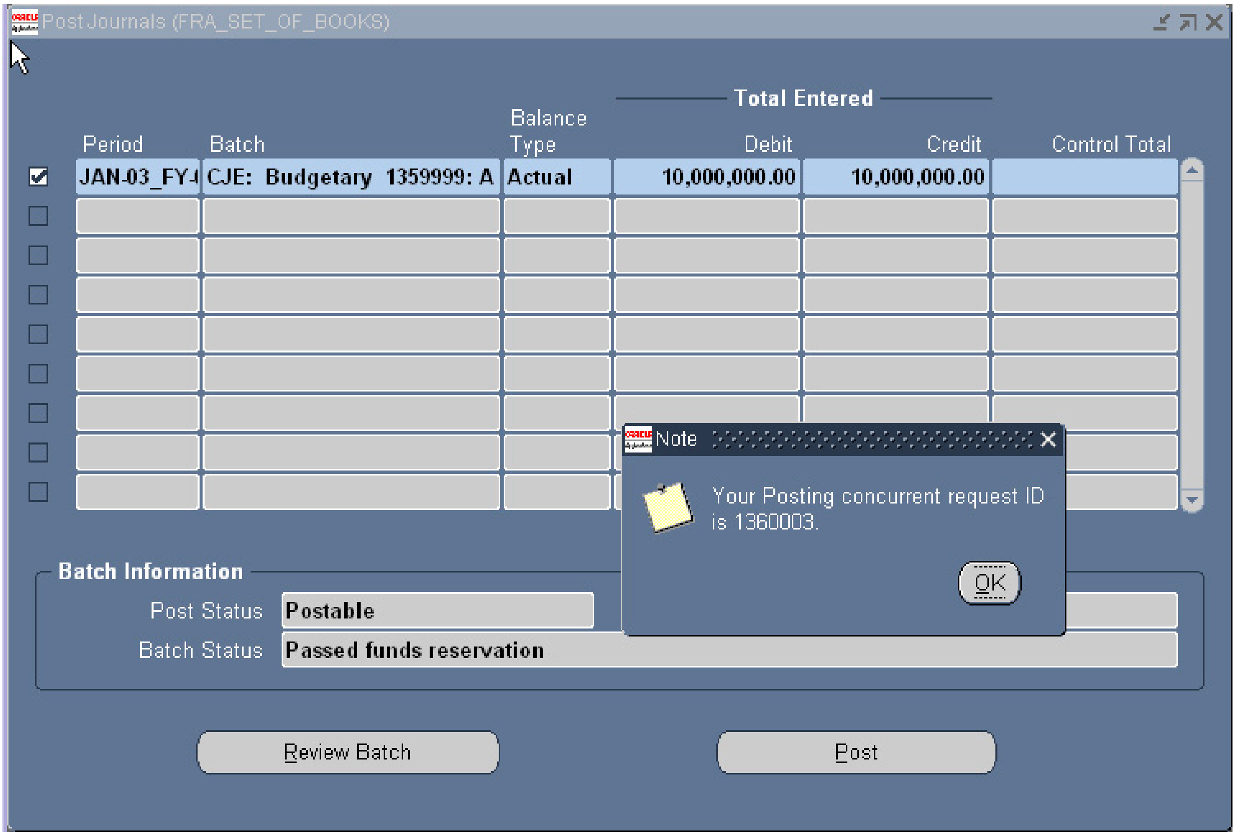


18. In the Find Journal Batches, enter %Budgetary% in the Batch field and select (B) Find.



19. Review each line for accuracy.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module



20. Select the batch to post and select (B) Post. A Note window appears.

21. Select (B) OK.

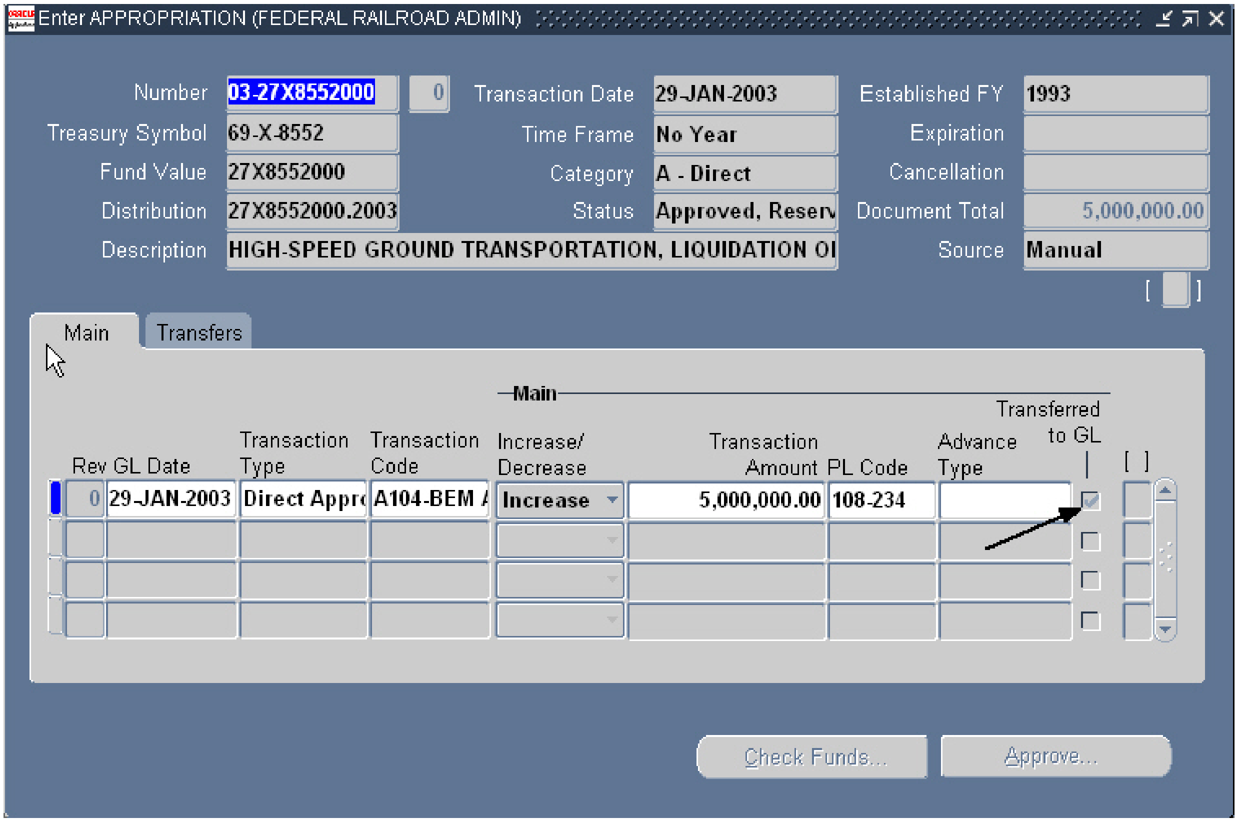
22. Switch responsibilities back to GL Fed Admin - Systems Accountant.

    N → Budget → Enter → Enter Appropriations

23. Query the appropriation form by selecting (M) View: Query by Example: Enter to change to query mode.

24. Enter "%03-27X8552%" in the Number field and (M) View: Query by Example: Run.

Lab 1 Solutions: Entering Appropriations in the Budget Execution Module

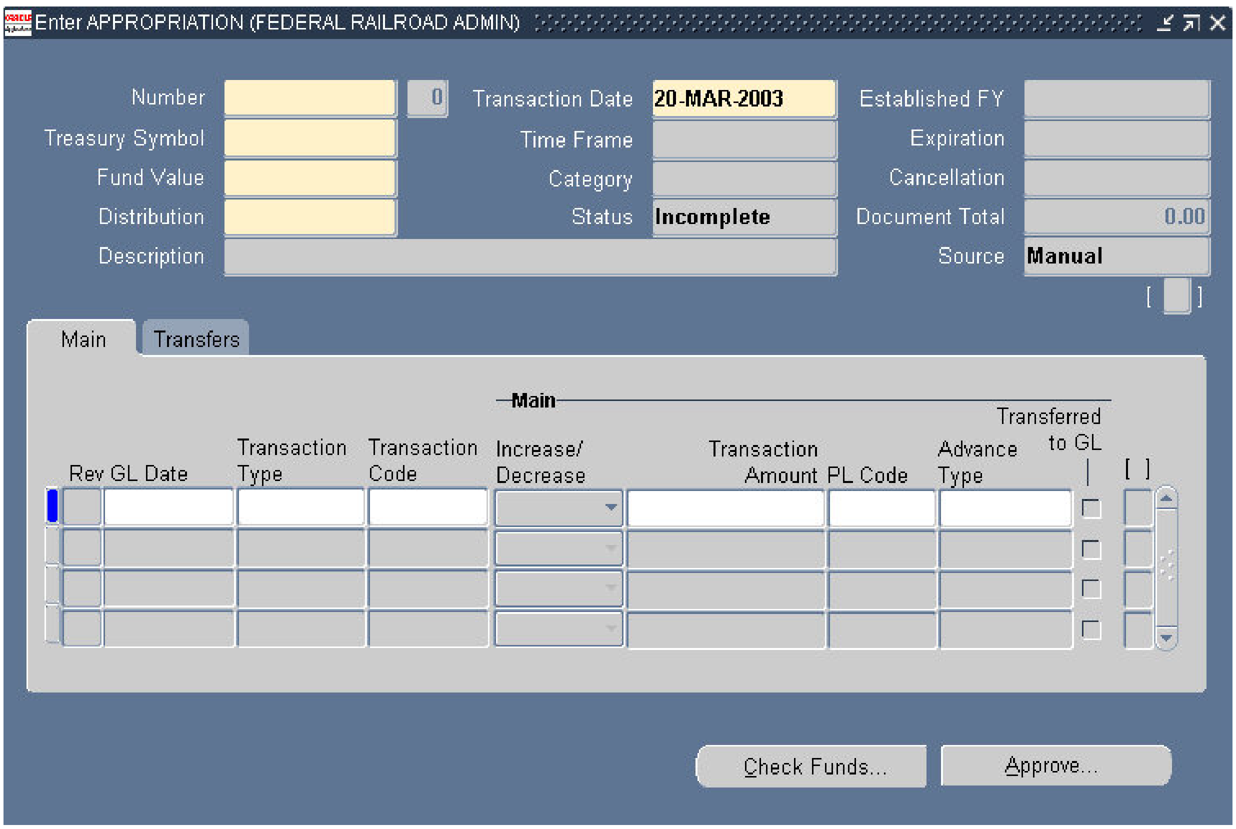


Note: Notice the Transferred to GL checkbox is checked indicating the transaction has been transferred to GL.

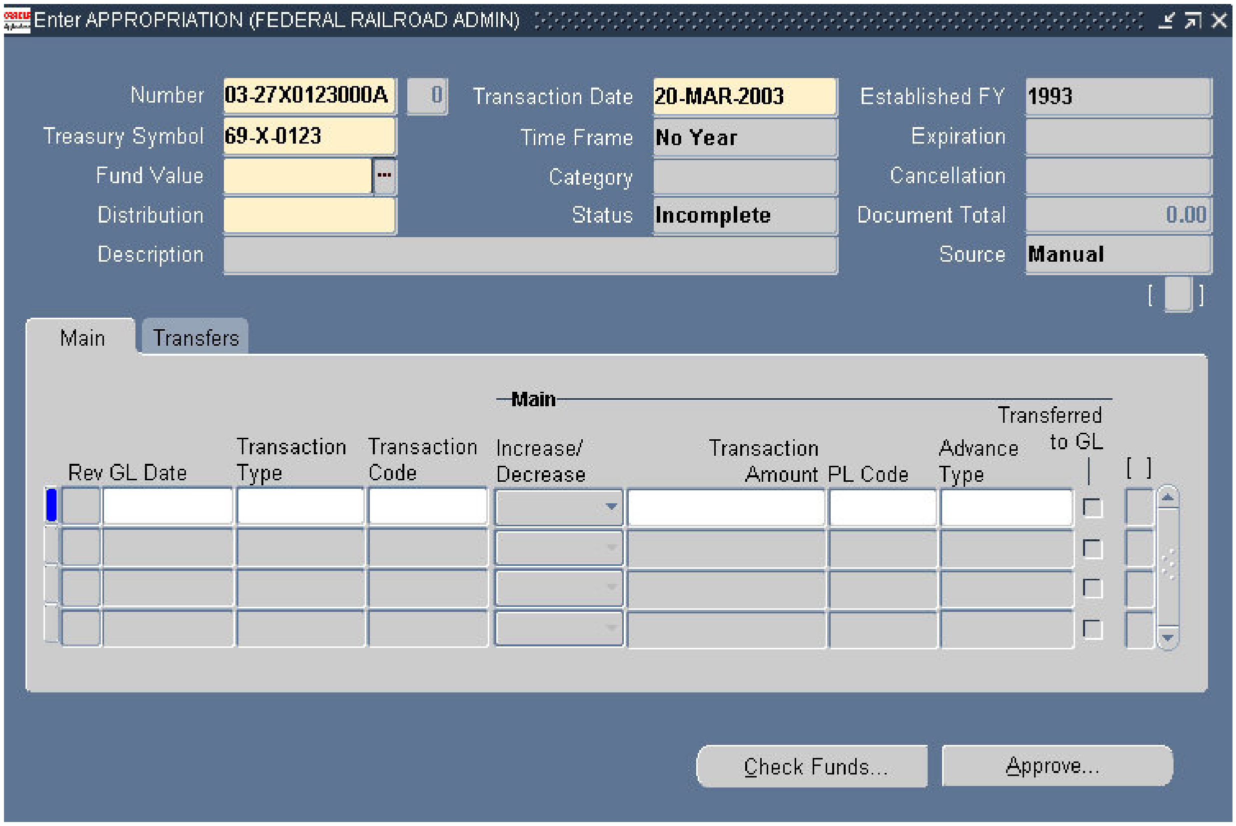
Budget Distributions Access Levels

Oracle Federal Administrator
N→ Budget → Enter → Enter Appropriations
Enter Appropriation

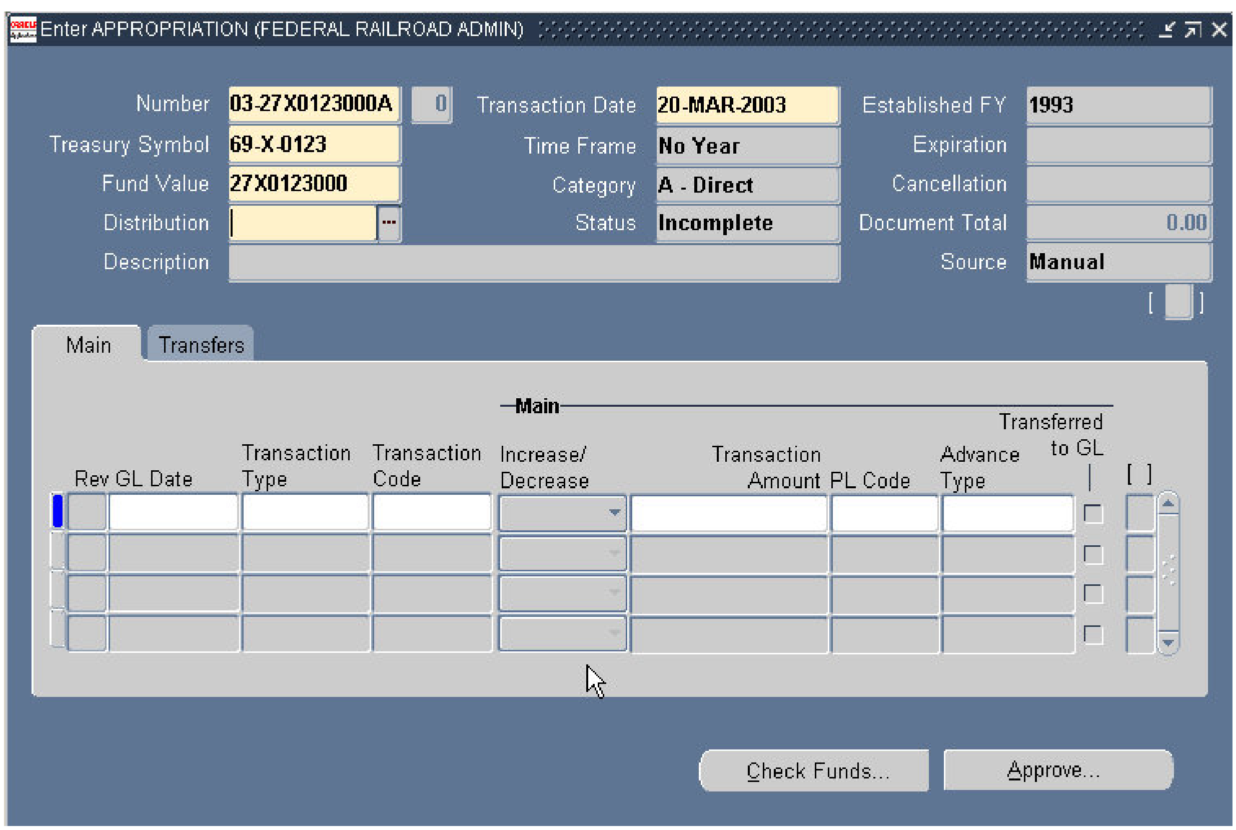
Note: The Rescission is entered as a new document separate from the original appropriation record. The transaction is an increase to the Rescission account.



1. Enter the number in the Format "Two digit fiscal year", Dash, Fund Value, Established FY
2. Accept or enter the transaction date by selecting from the LOV.
3. Select the Treasury Symbol from the Treasury Symbol's LOV.



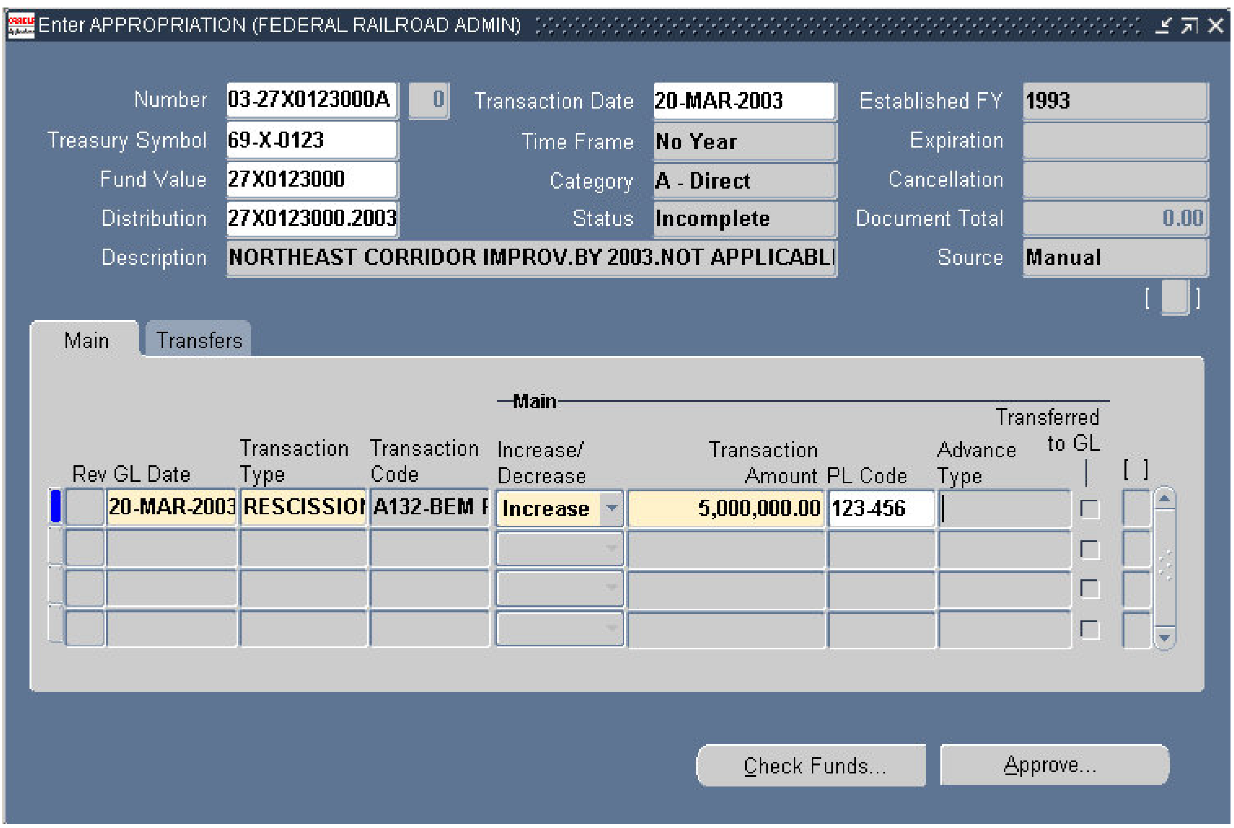
4. Select the fund value from the Fund Value LOV.



5. Accept the distribution.

ENTER APPROPRIATION		
Field Name	**Comments**	**Required?**
Number	This is a unique budget transaction number that is used for tracking purposes. DELPHI recommends entering the last two digits of the fiscal year followed by a dash and then the fund value. For example: If the fiscal year is 2002 and the fund value is 27X0123000, the number would be 02-27X0123000. This unique naming convention will (1) prevent the possibility of multiple records being created, (2) ease retrieval of documents in the Budget Transaction Summary window, and (3) provide consistency across sets of books.	Yes
[Revision Number]	Descriptive number for tracking purposes. After approval this number is incremented by 1 when the transaction is updated and saved.	Display Only
Treasury Symbol	Select the Treasury Symbol from the LOVs. The Treasury Symbol must be previously defined in the Define Federal Account Symbol window. The following fields are populated after entering the Treasury Symbol: • Transaction Date • Time Frame • Status • Established FY • Source (Manual) • GL Date NOTE: To enter or modify a transaction for an existing appropriation, query the Treasury Symbol field. If necessary, use the arrow keys to scroll to the fund value.	Yes
Fund Value	Select the fund value for the appropriation from the LOVs. The fund value must have previously been setup in the Define Appropriation Parameters window. The Category field is populated after selecting the Fund Value. NOTE: To enter or modify a transaction for an existing fund, query the Fund Value field.	Yes
Distribution	LOV will display enabled Budget segments for distribution to fund value.	Yes
Description	Automatically populated based on Distribution value.	Display Only
Transaction Date	The transaction date defaults with today's date. This date can be changed.	Yes
Time Frame	Automatically populated based on the Time Frame established for the Treasury Symbol in the Define Federal Account Symbols form.	Display Only
Category	Automatically populated based on the category established for the appropriation transaction in the Define Appropriation Parameters form.	Display Only
Status	This field displays the document status of either	Display Only

	Incomplete, In Process, Rejected, Required Re-approval, Forwarded, Not Reserved or Approved, Reserved.	
Established FY	Automatically populated based on the fiscal year established for the Treasury Symbol in the Define Federal Account Symbols form.	Display Only
Expiration	Automatically populated based on the expiration date on the Treasury Symbol from the Define Federal Account Symbols form.	Display Only
Cancellation	Automatically populated based on the cancellation date on the Treasury Symbol from the Define Federal Account Symbols form.	Display Only
Document Total	This field displays the control total for the sum of the transaction amounts.	Display Only
Source	Defaults to Manual for transactions entered in the Budget Execution Module. If the transaction was created from the reprogramming process this field will read "Reprogramming".	Display Only



6. In the Main tab area, select a row to begin entering data.

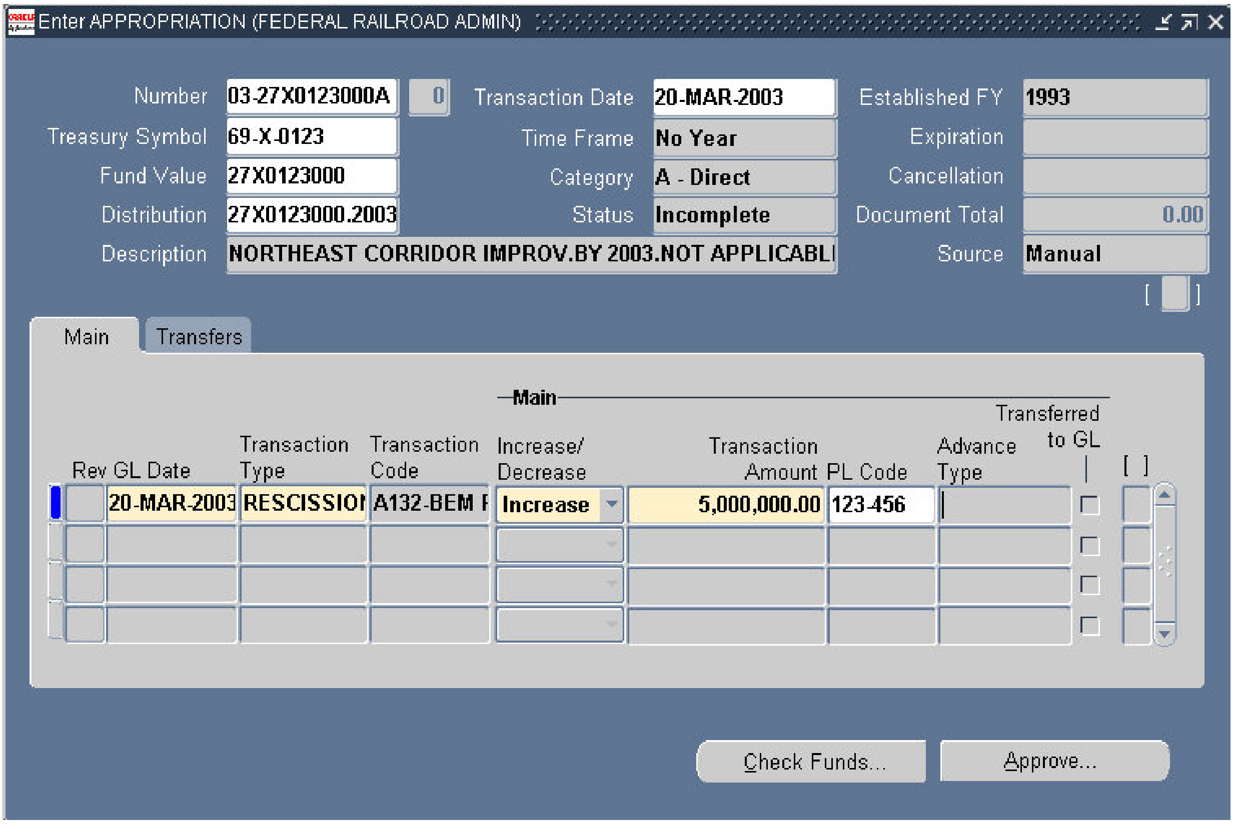
- Select the Transaction Type from the LOV.
- Select the Transaction Code from the LOV.

- Set the Increase/Decrease to increase for debt/credit in the order as shown for the transaction code or decrease to reverse the affect.

- Enter the Transaction Amount in dollars and cents.

Note: Although the screen reflects optional; you must enter the public law or FACTS II will reject.

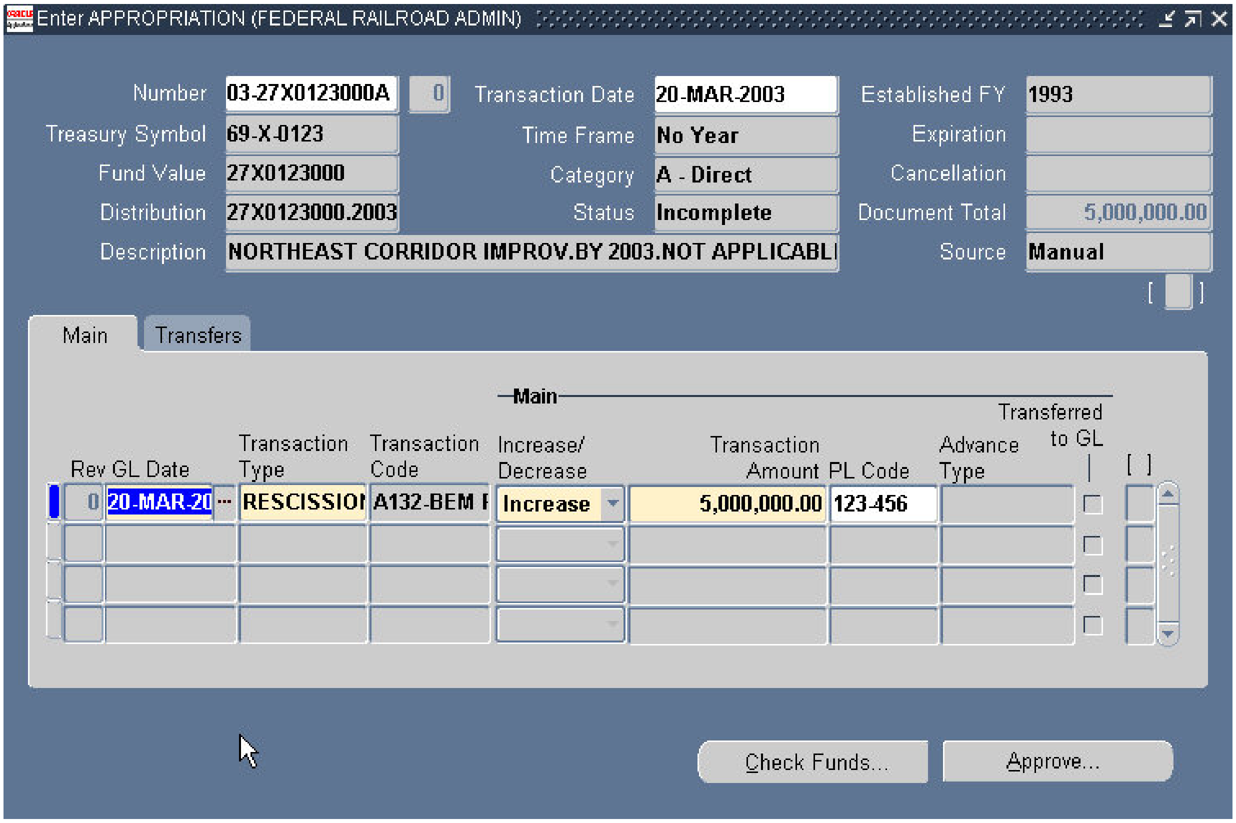
ENTER APPROPRIATION		
Main TAB		
Field Name	**Comments**	**Required?**
Rev	Descriptive number for tracking purposes; after approval, number is incremented by 1 when transaction updated and saved.	Display Only
GL Date	Accounting period to which the transaction is to be posted; must fall within an open or future-entry General Ledger period.	Yes
Transaction Type	Values defined in Define Transaction Types window for the budget level.	Yes
Transaction Code	Values defined in the Define Transaction Types window.	Yes
Main Area		
Increase/Decrease	Increase will update Transaction Code as shown. Decrease reverses the debit and credit affect of the transaction code.	Yes
Transaction Amount	User entered amount for current transaction accepts positive numbers only. Dollars and cents	Yes
PL Code	Specific public law code related to appropriation. Use format of NNN-NNN, do not enter "P.L.", all numericals.	No
Advance Type	*Must be selected if* Advance flag enabled in the Define Transaction Types window for Transaction Type selected.	Yes
Transferred to GL	Indicates transaction has been transferred to General Ledger. This process will take place upon running the Budget Execution process. Note: It is normally set to run nightly.	Display Only
[ ]	Descriptive flexfield. User-customization field.	Display Only
Transfer TAB		
Dept ID	Department identifier of the agency involved in the transfer; *must be entered if* Transfer flag is enabled in the Define Transaction Types window for transaction type selected.	Yes
Main Account	Main Account Code of the agency involved in the transfer; *must be entered if* Transfer flag window for transaction type selected.	Yes
Description	Transaction description.	No
[ ]	User Customization field.	No



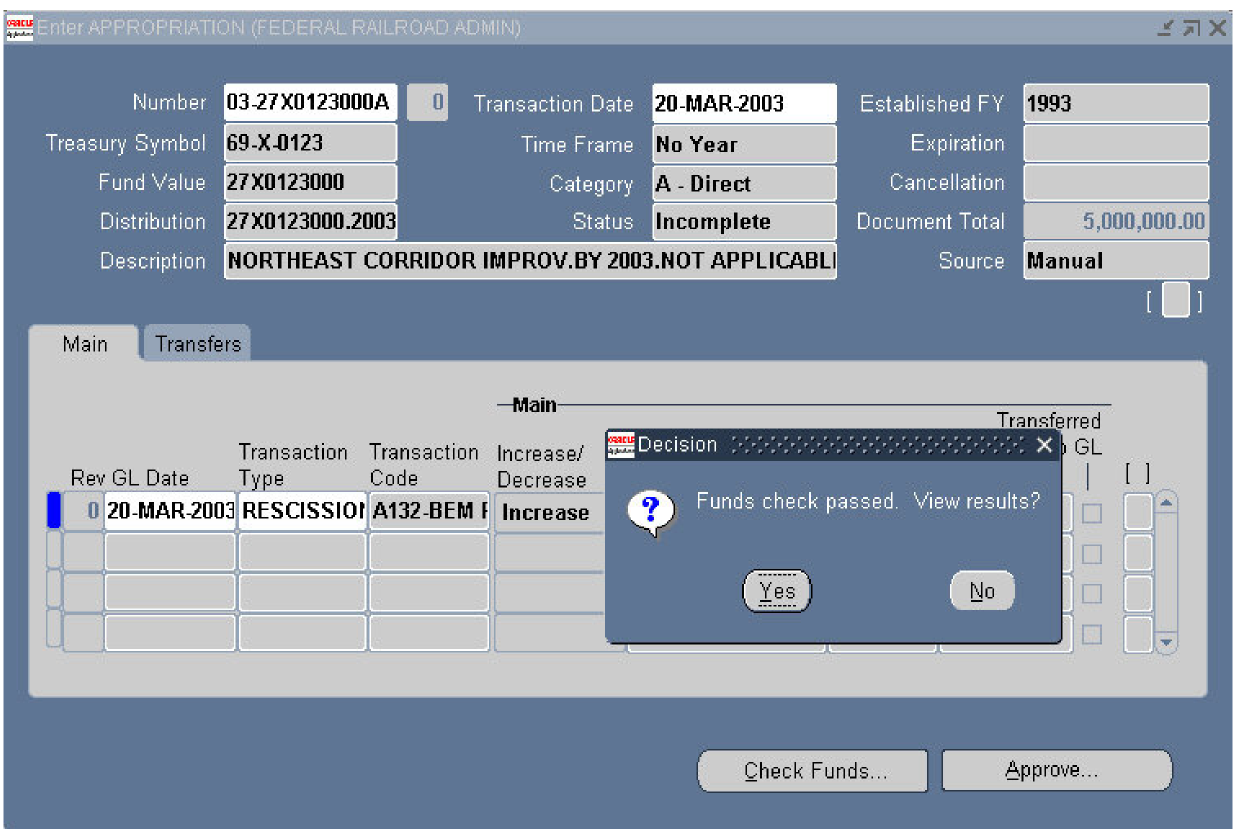
7. Verify the data was entered correctly.

8. Save your work.

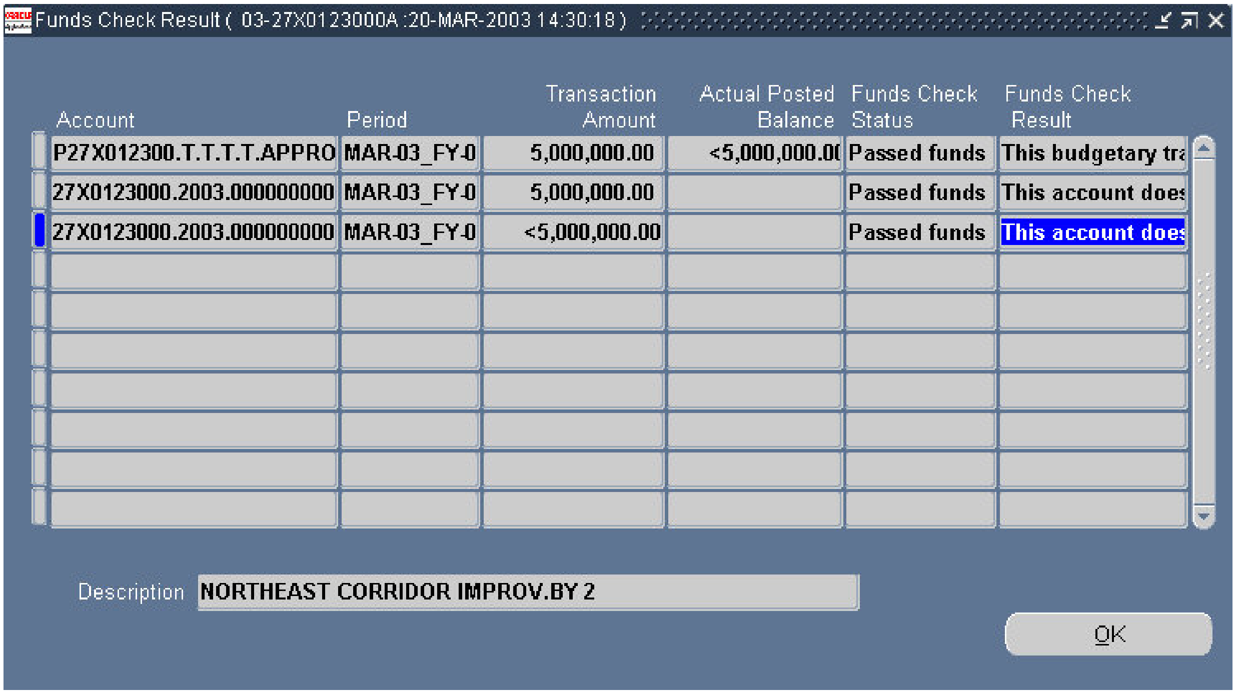
   After saving, the Document total is updated with the total of all transactions entered in the Enter Appropriation window. The status remains as incomplete.



9. Select (B) Check Funds to initiate the funds checking process.

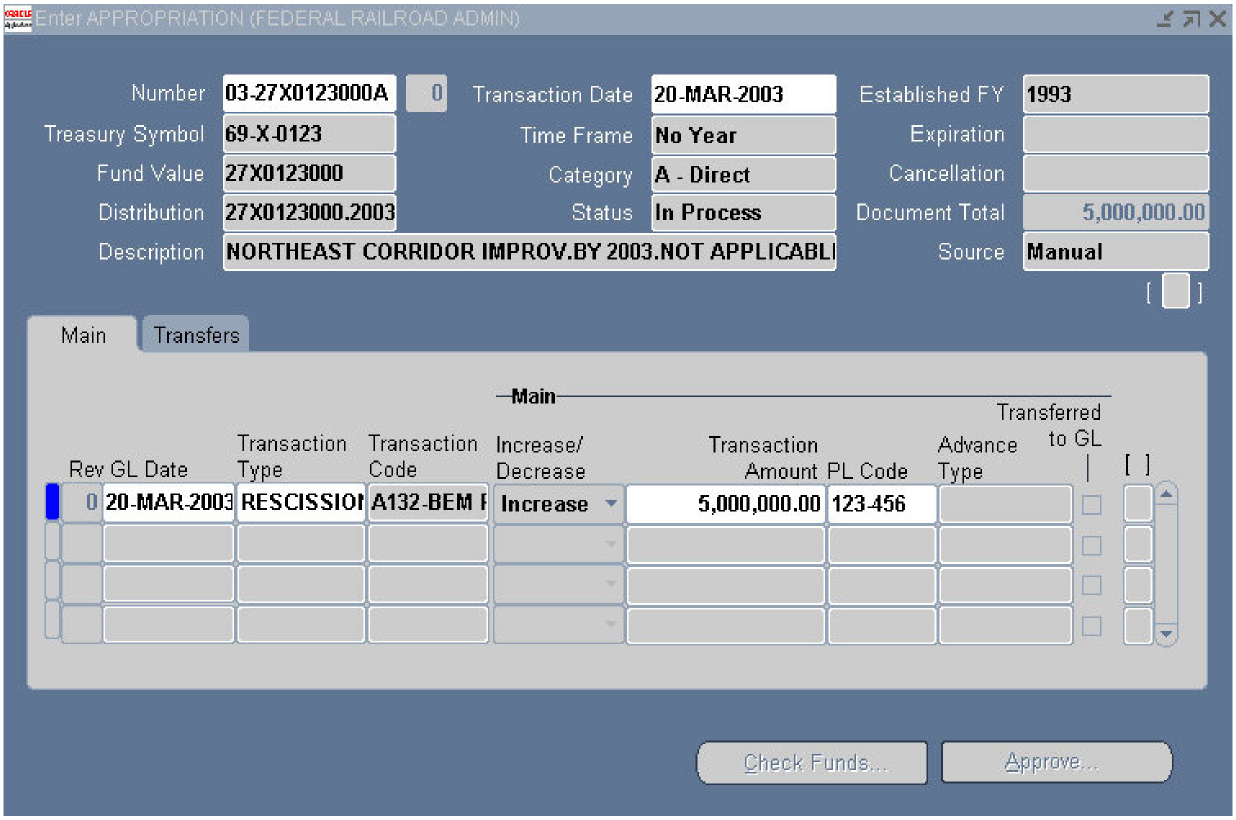


10. Select (B) Yes to view the funds checking results.



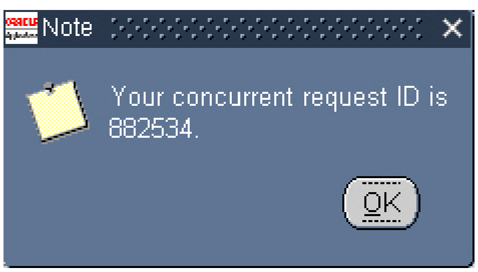
11. Select (B) OK to return to the Enter Appropriation window.

FUNDS CHECK RESULTS		
Field Name	**Comments**	**Required?**
Account	The first line displays the values setup for the Summary Template in General Ledger. The other lines display the accounting distribution for which funds are validated, as well as the SGL account, which is populated from the transaction code recorded in the transaction line.	Display Only
Period	The accounting period of the GL Date from the Enter Appropriation window.	Display Only
Transaction Amount	The transaction line dollar amount.	Display Only
Actual Posted Balance	The balance posted to General Ledger. Will only reflect an amount if transactions have been posted for the template and validated.	Display Only
Funds Check Status	Displays the funds checking status.	Display Only
Funds Check Result	Displays the funds checking results.	Display Only
Description	Displays the budget distribution account segment description.	Display Only
OK Button	Select (B) OK to close the Funds Check Results window.	Display Only



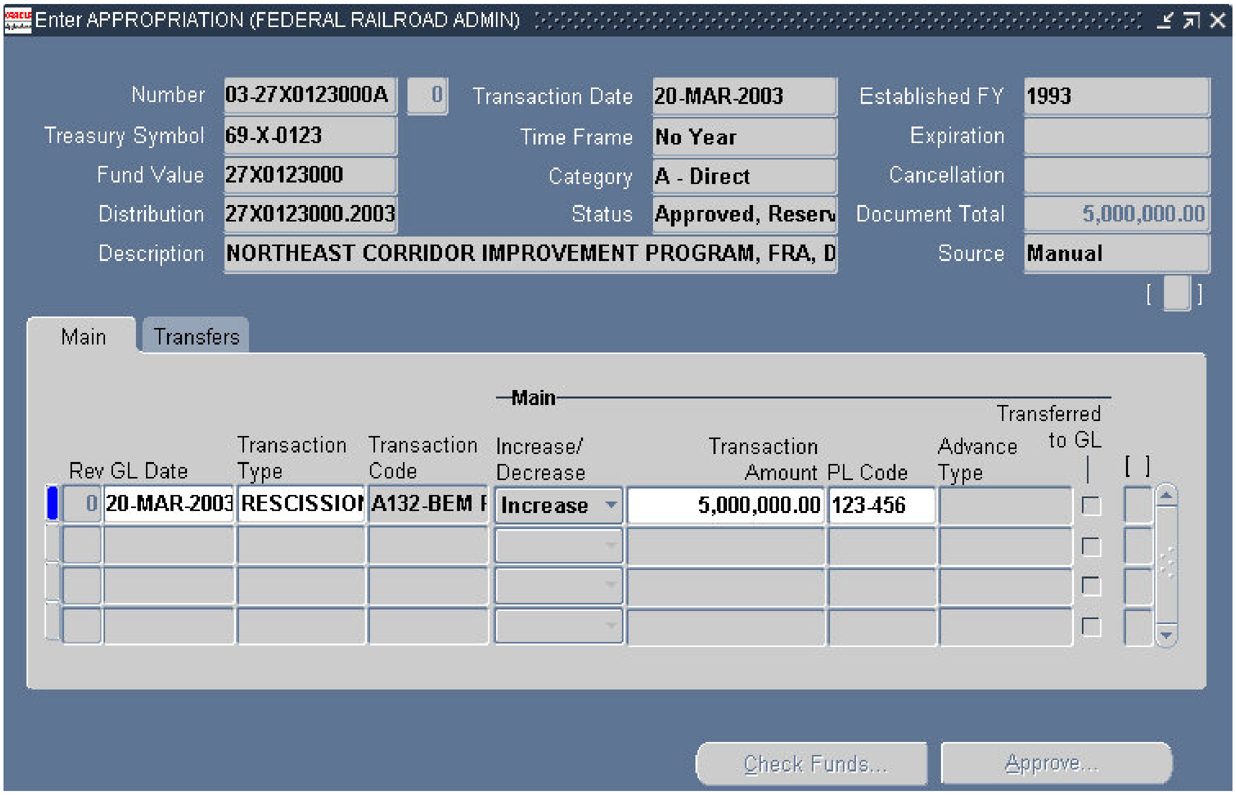
12. Select (B) Approve to initiate the budget execution transaction approval process.

Note: The Status will change from Incomplete to In Process.



You will receive a concurrent request ID number.

13. Select (B) OK.



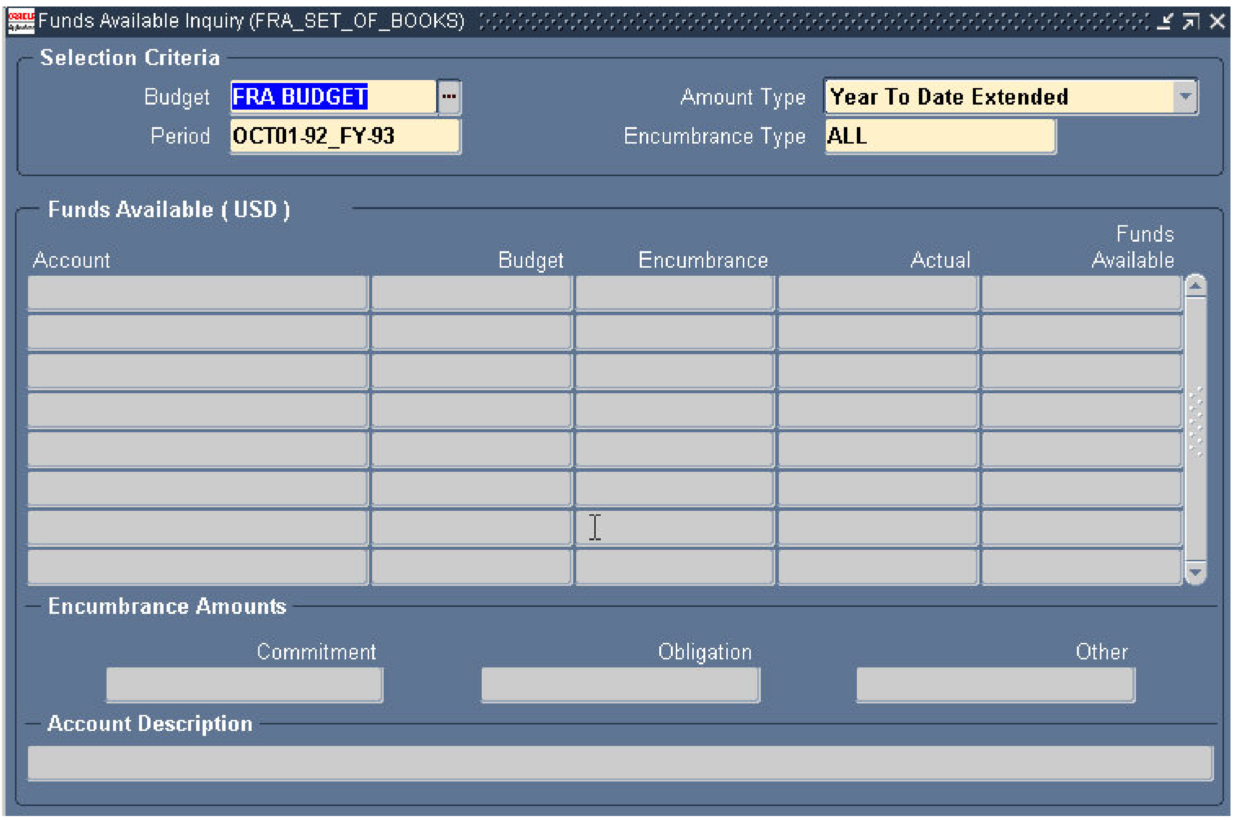
Notice the Status has changed from "In Process" to "Approved, Reserved". Once approved you must enter Increase/Decrease to adjust the approved transaction. While the status reflects incomplete, you may adjust the record prior to selecting (B) Approve.

Note: Remember that the nightly process will perform the Transfer to GL. After it runs, the Transfer to GL checkbox will be selected as with entering other appropriation transactions.

Inquiry Funds Available

Define Appropriation Parameters

Oracle Federal Administrator
N → Inquiry → Funds
Funds Available Inquiry



FUNDS AVAILABLE		
Selection Criteria Area		
Field Name	**Comments**	**Required?**
Budget	Select from the list of values the appropriate Operating Administration Budget. Example FRA_BUDGET.	Yes
Period	Select from the List of Values, the appropriate accounting period you are requiring for the funds inquiry.	Yes
Amount Type	Select from the LOV, the Appropriate Amount type.	Yes
Encumbrance Type	You can view all encumbrances types by entering all.	Yes
Funds Available (USD) Area		

Account	From LOV, select Account information.	Yes
Budget	Automatically populated based on Account information.	Display Only
Encumbrance	Automatically populated based on Account information	Display Only
Actual	Automatically populated based on Account information	Display Only
Funds Available	The difference between budgeted amounts and all actual and anticipated expenditures.	Display Only
Encumbrance Amounts Area		
Commitments	A journal entry you make to record an anticipated expenditure as indicated by approval of a requisition.	Display Only
Obligations	A transaction representing a legally binding purchase.	Display Only
Expenditures	Activities that represent payments, repayments, or receipts for goods or services provided.	Display Only
Account Description	Description of accounting flexfield.	Display Only

Set Up of Optional Validations

Chapter 6

Set Up of Optional Validations

Section Objectives

At the end of this section, you should be able to:

- Define Flexfield Security Rules
- Assign Flexfield Security Rules
- Define Shorthand Aliases

Set Up of Optional Validations

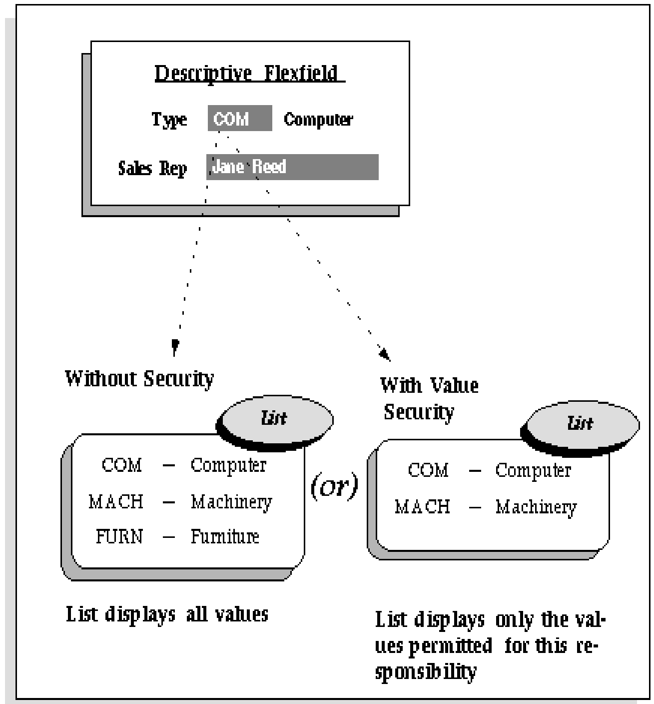
Define Security Rules Window and Assign Security Rules Window

- Use the Define Security Rules window to define value security rules for ranges of flexfield and report parameter values.
- Then, use the Assign Security Rules window to assign the flexfield security rules to an application responsibility.
- After you assign or change your security rules, you and your users must either change responsibilities or exit from your application and re-sign on in order for your changes to take effect.

Overview of Flexfield Value Security

- Flexfield Value Security gives you the capability to restrict the set of values an user can use during data entry.
- Flexfield Value Security lets you determine who can use flexfield segment values and report parameter values.
- Based on your responsibility and access rules that you define, Flexfield Value Security limits what values you can enter in flexfield pop-up windows and report parameters.
- When you use Flexfield Value Security, users see only values they are allowed to use; restricted values do not appear in lists of values associated with the flexfield or report parameter.

Figure 1-84



Defining Security Rules

1. In the Segment Values block, identify the value set to which your values belong. You can identify your value set or by the flexfield segment or concurrent program parameter that uses the value set.

2. In the Security Rule region, enter a name and description for your security rule.

3. Enter a message for this security rule. This message appears automatically whenever an user enters a segment value that violates your security rule.

4. Define the security rule elements that make up your rule. See: Defining Security Rules elements below.

5. Save your changes.

Defining Security Rule Elements

- You define a security rule element by specifying a value range that includes both a low and high value for your segment. A security rule element applies to all segment values included in the value range you specify.

- You identify each security rule element as either Include or Exclude, where Include includes all values in the specified range, and Exclude excludes all values in the specified range. Every rule must have a least one include rule element, since a rule automatically excludes all values unless you specifically include them. Exclude rule elements override Include rule elements.

- You should always include any default values you use in your segments or dependent value sets. If the default value is secured, the flexfield window erases it from the segment as the window opens, and the user must enter a value manually.

- If you want to specify a single value to include or exclude, enter the same value in both the Low and High fields.

To define security rule elements:

1. In the Security Rule Elements block, select the type of security rule element. Valid types are:

   - Include - Your user can enter any segment value that falls in the following range.

   - Exclude - Your user cannot enter any segment value that falls in the following range.

2. Enter the low (From) and high (To) ends of this value range. Your value does not have to be a valid segment value.

Minimum and maximum possible values

The lowest and highest possible values in a range depend on the format type of your value set.

- For example, you might create a value set with format type of Number where the user can enter only the values between 0 to 100.

- Or, you might create a value set with format type of Standard Date where the user can enter only dates for the current year (a range of 01-JAN-2001 to 31-DEC-2001, for example).

- For example, if your format type is Char, then 1000 is less than 110, but if your format type is Number, then 110 is less than 1000. The lowest and highest possible values in a range are also operating system dependent.

- When you use a Char format type for most platforms (ASCII platforms), numeric characters are "less" than alphabetic characters (that is, 9 is less than A), but for some platforms (EBCDIC platforms) numeric characters are "greater" that alphabetic characters (that is, Z is less than 0).

- The window gives you an error message if you specify a larger minimum value than your maximum value for your platform.

If you leave the low segment blank, the minimum value for this range is automatically the smallest value possible for your segment's value set.

- For example, if the value set maximum size is 3 and Right-justify and Zero-fill Numbers is checked, the minimum value is 000. However, if the value set has a maximum size of 3, has Numbers Only checked and Right-justify and Zero-fill Numbers unchecked, the minimum value is 0.

If you leave the high segment blank, the maximum value for this range is automatically the largest value possible for your segment's value set.

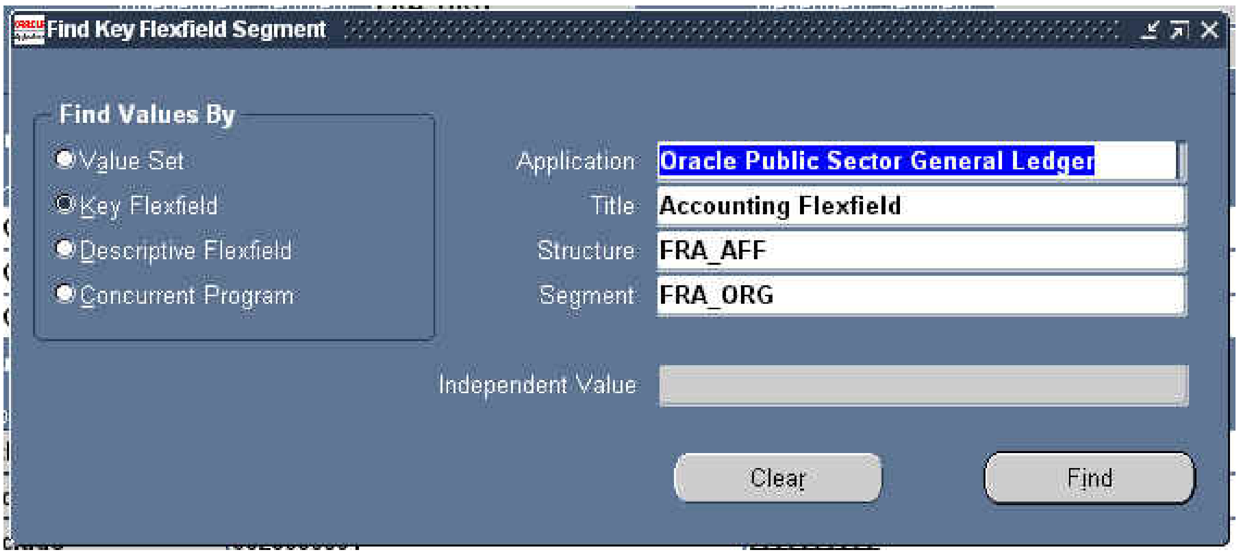
- For example, if the value set maximum size is 3 and Numbers Only is checked, the maximum value is 999. However, if the value set maximum size is 5, and Numbers Only is checked, the maximum value is 99999.

Suggestion: Use blank segments to specify the minimum or maximum possible values for a range to avoid having operating system dependent rules.

Note that security rules do no check or affect a blank segment value (null value).

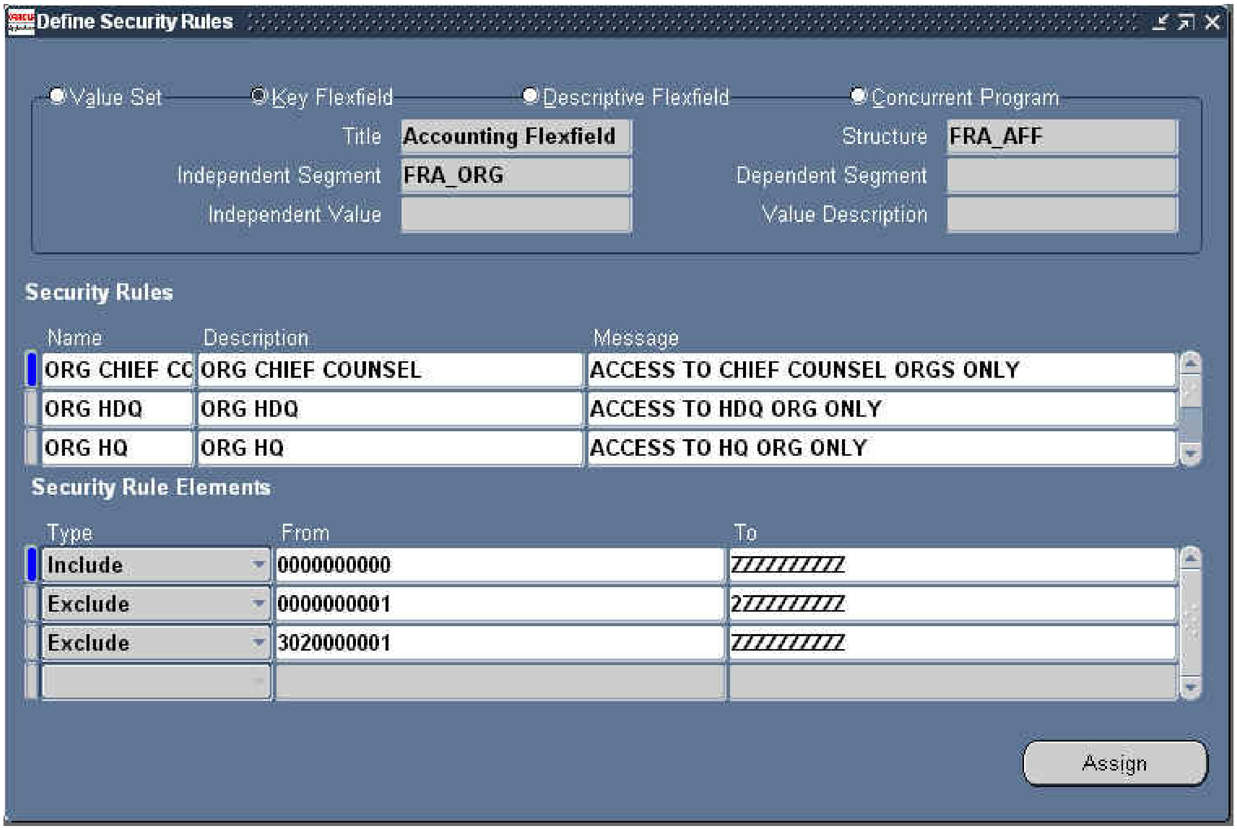
Defining Flexfield Security Rules

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Security → Define
Find Key Flexfield Segment



1. Using the grid below, enter the search criteria information and select (B) Find.

FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Value Set Radio Button	Leave radio button unchecked.	No
Key Flexfield Radio Button	Check Radio Button for this field.	Yes
Descriptive Flexfield Radio Button	Leave radio button unchecked.	No
Concurrent Program Radio Button	Leave radio button unchecked.	No
Application	Select Oracle Public Sector General Ledger from the LOV.	Yes
Title	Select Accounting Flexfield to automatically populate.	Yes
Structure	Select the Accounting Flexfield Structure for your Set of Books from the LOV. For example: FRA_AFF	Yes
Segment	Select the Key Flexfield Segment from the LOV. For example: FRA_ORG	Yes
Independent Value	Leave Field Blank	No



2. Using the grid below, enter the needed information.

SECURITY RULES		
Field Name	**Comments**	**Required?**
Value Set Radio Button	Defaults from previous window.	Display Only
Key Flexfield Radio Button	Defaults from previous window.	Display Only
Descriptive Flexfield Radio Button	Defaults from previous window.	Display Only
Concurrent Program Radio Button	Defaults from previous window.	Display Only
Title	Defaults from previous window.	Display Only
Independent Segment	Defaults from previous window.	Display Only
Independent Value	Leave Blank	Display Only
Structure	Defaults from previous window.	Display Only
Dependent Segment	Leave Field Blank	Display Only
Value Description	Leave Field Blank	Display Only
Security Rules Area		
Name	Enter the unique name of rule.	Yes
Description	Enter unique description of rule.	Yes
Message	Enter a message the users will be shown when a rule has been penetrated.	Yes
Security Rules Elements Area		
Type	Select Include to include all possible values that are	Yes

	allowed to penetrate the given rule. Select Exclude to exclude all possible values that are in direct violation of the rule.	
From	A beginning value range.	Yes
To	An ending value range.	Yes

Defining many rules with few elements is generally much clearer than defining few rules with many elements. For clarity, always contain one universal Include element and one or more restricting Exclude elements.

Assigning Security Rules

To assign security rules:

1. Navigate to Assign Security Rules window.

2. In the Assign Security Rules block, identify the value set to which your values belong. You can identify your value set or by the flexfield segment or concurrent program parameter that uses the value set.

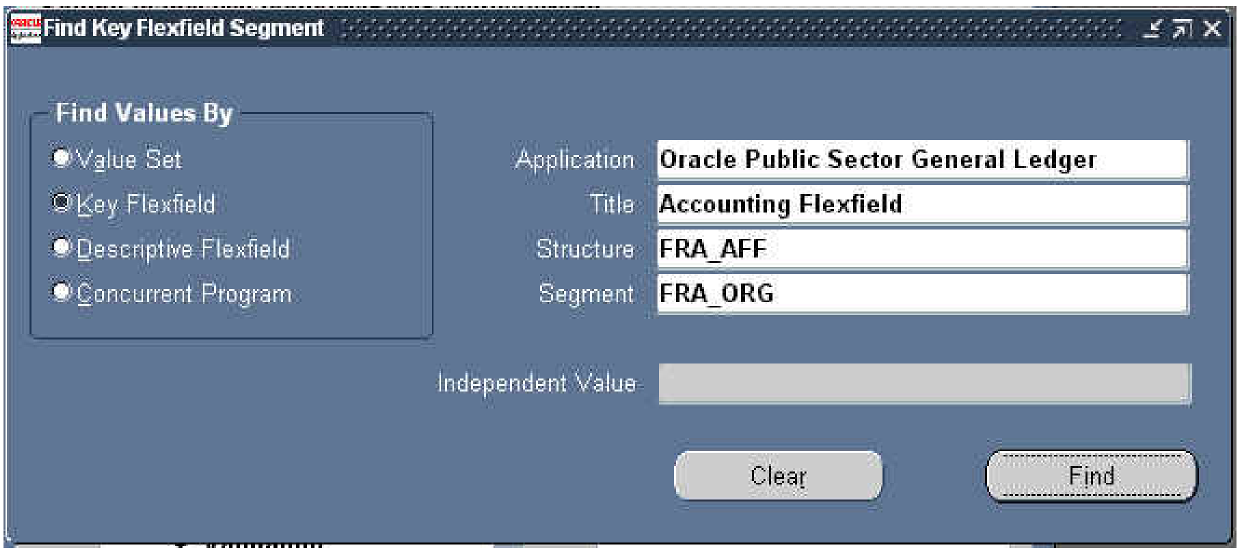
3. In the Security Rules block, enter the application and responsibility name that uniquely identifies the responsibility to which you want to assign security rules.

4. Enter the name of a security rule you want to assign to this responsibility.

5. Save your changes.

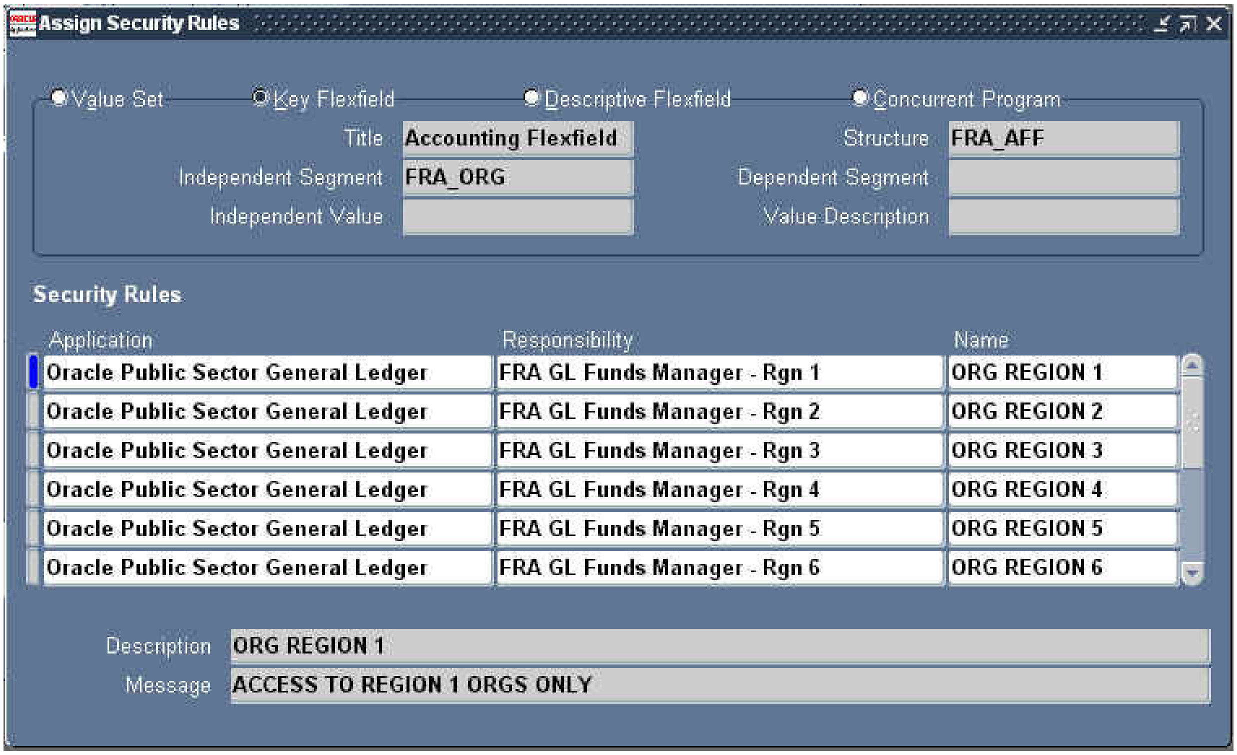
Assigning Flexfield Security Rules

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Security → Assign
Find Key Flexfield Segment



1. Using the grid below, enter the search criteria and (B) Find.

FIND KEY FLEXFIELD SEGMENT		
Field Name	**Comments**	**Required?**
Value Set Radio Button	Leave radio button unchecked.	No
Key Flexfield Radio Button	Check Radio Button for this field.	Yes
Descriptive Flexfield Radio Button	Leave radio button unchecked.	No
Concurrent Program Radio Button	Leave radio button unchecked.	No
Application	Select Oracle Public Sector General Ledger from the LOV.	Yes
Title	Select Accounting Flexfield to automatically populate.	Yes
Structure	Select the Accounting Flexfield Structure for your Set of Books from the LOV. For example: FRA_AFF	Yes
Segment	Select the Key Flexfield Segment from the LOV. For example: FRA_ORG	Yes
Independent Value	Leave Field Blank	No



2. Assign Security Rules using the grid below.

ASSIGN SECURITY RULES		
Field Name	**Comments**	**Required?**
Value Set	Radio button information will default in by previous screen selections.	Display Only
Key Flexfield	Radio button information will default in by previous screen selections.	Display Only
Descriptive Flexfield	Radio button information will default in by previous screen selections.	Display Only
Concurrent Program	Radio button information will default in by previous screen selections.	Display Only
Title	Information will default in by previous screen selections.	Display Only
Structure	Information will default in by previous screen selections.	Display Only
Independent Segment	Information will default in by previous screen selections.	Display Only
Dependent Segment	Information will default in by previous screen selections.	Display Only
Independent Value	Information will default in by previous screen selections.	Display Only
Value Description	Information will default in by previous screen selections.	Display Only
Security Rules Area		
Application	Select Custom Application from the LOV.	Yes
Responsibility	Select Responsibility from the LOV.	Yes
Name	Enter name.	Yes
Description	Enter a description of the security rule.	Yes

Message	Enter the message to be displayed if the security rule is violated.	Yes

3. Start the application to refresh the cache. This must be done before the security rules will take effect.

Lab 1: Setting Up Security Rules

Define and Assign Security Rules

1. Define flexfield security rules using the following information:
   - **Independent Segment:** FRA_ORG
   - **Security Rules Name:** ORG REG 3D
   - **Description:** ORG REGION 3D
   - **Message:** ACCESS TO REGION 3D ORGS 50C800000B THRU 50C800000D ONLY

2. Assign flexfield security rules using the following information:
   - **Independent Segment:** FRA_ORG
   - **Application:** Oracle Public Sector General Ledger
   - **Responsibility:** FRA GL Funds Manager - Rgn3
   - **Name:** ORG REG 3D

Test Security Rules

3. Test your Security Rules by entering a journal entry adjustment using:
   - FRAREG3 _ _ _, your initials as the journal name.
   - Use the Alias Name: Region 3 - Memphis TN
   - Attempt to Enter Org value: 50C800000A

Lab 1 Solutions: Setting Up Security Rules

Define and Assign Security Rules

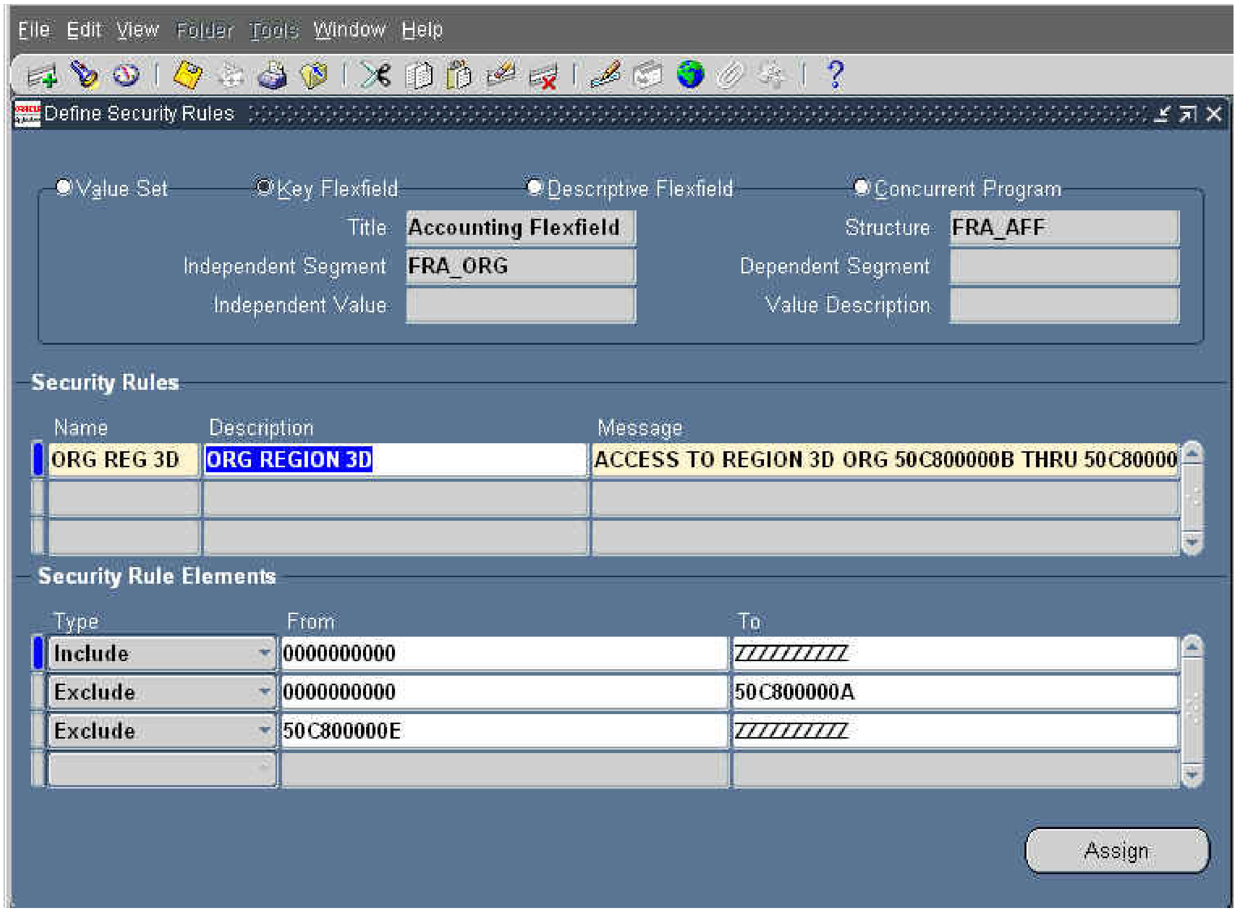
1. Use the FRA GL Systems Accountant responsibility.

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Security → Define
B → Find
Define Security Rules

2. Define flexfield security rules.
   - **Independent Segment:** FRA_ORG
   - **Security Rules Name:** ORG REG 3D
   - **Description:** ORG REGION 3D
   - **Message:** ACCESS TO REGION 3D ORGS 50C800000B THRU 50C800000D ONLY

Lab 1 Solutions: Setting Up Security Rules

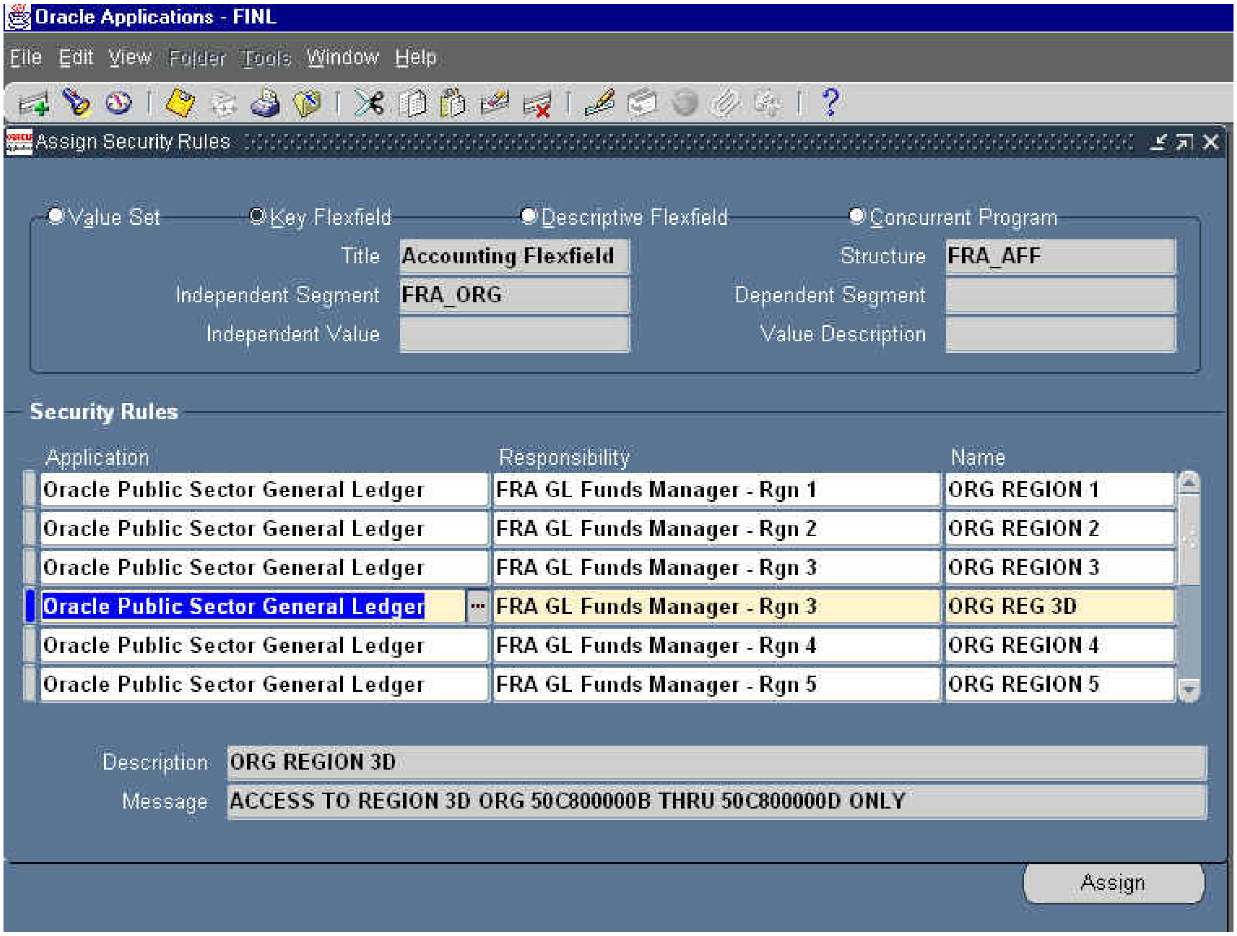
Compare your screen with the following screen.



3. Assign flexfield security rules.
   - **Independent Segment:** FRA_ORG
   - **Application:** Oracle Public Sector General Ledger
   - **Responsibility:** FRA GL Funds Manager - Rgn3
   - **Name:** ORG REG 3D

Lab 1 Solutions: Setting Up Security Rules

Compare your screen with the following screen.



4. You must exit Oracle to have your security rules take affect.

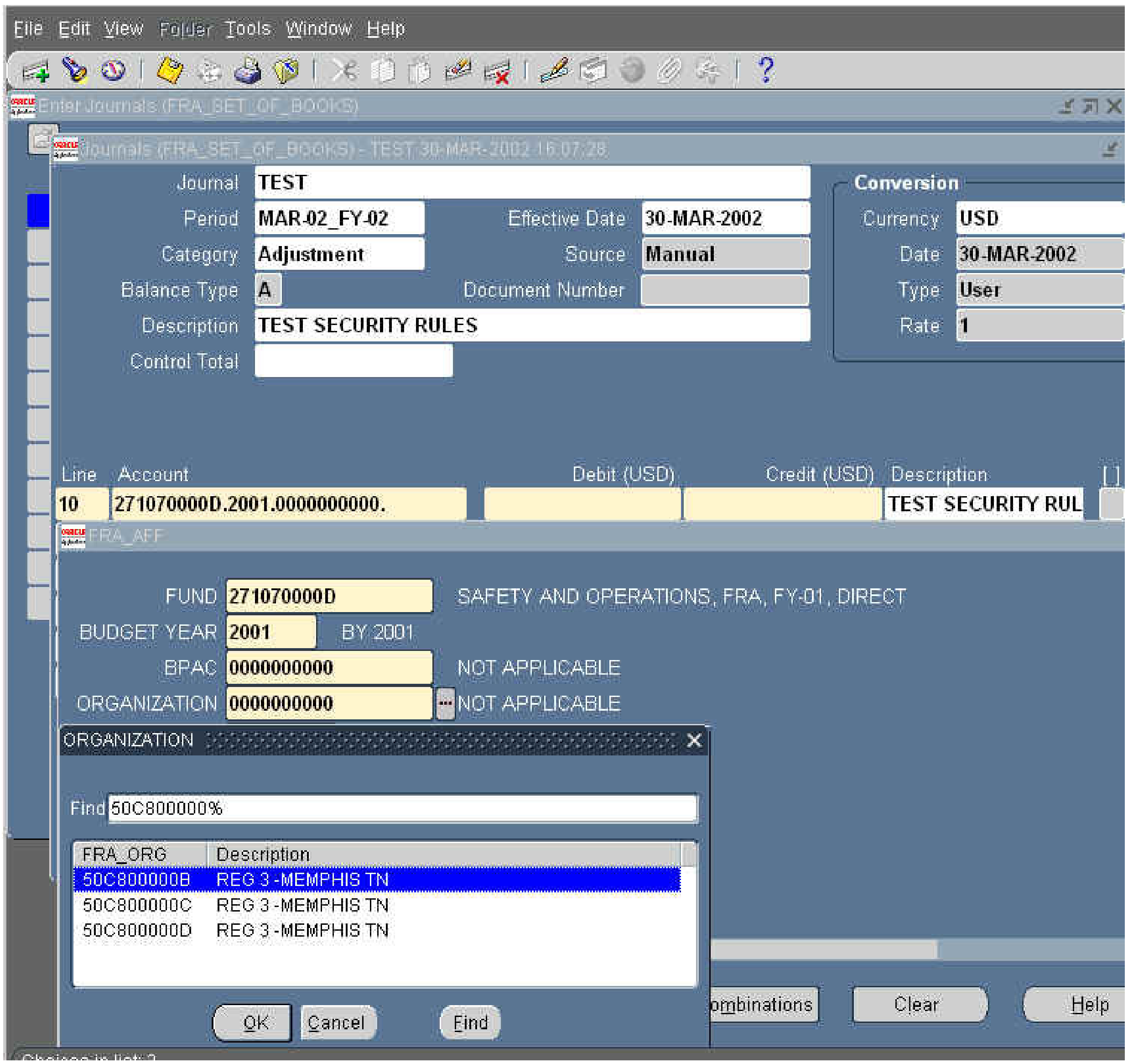
Lab 1 Solutions: Setting Up Security Rules

Test Security Rules

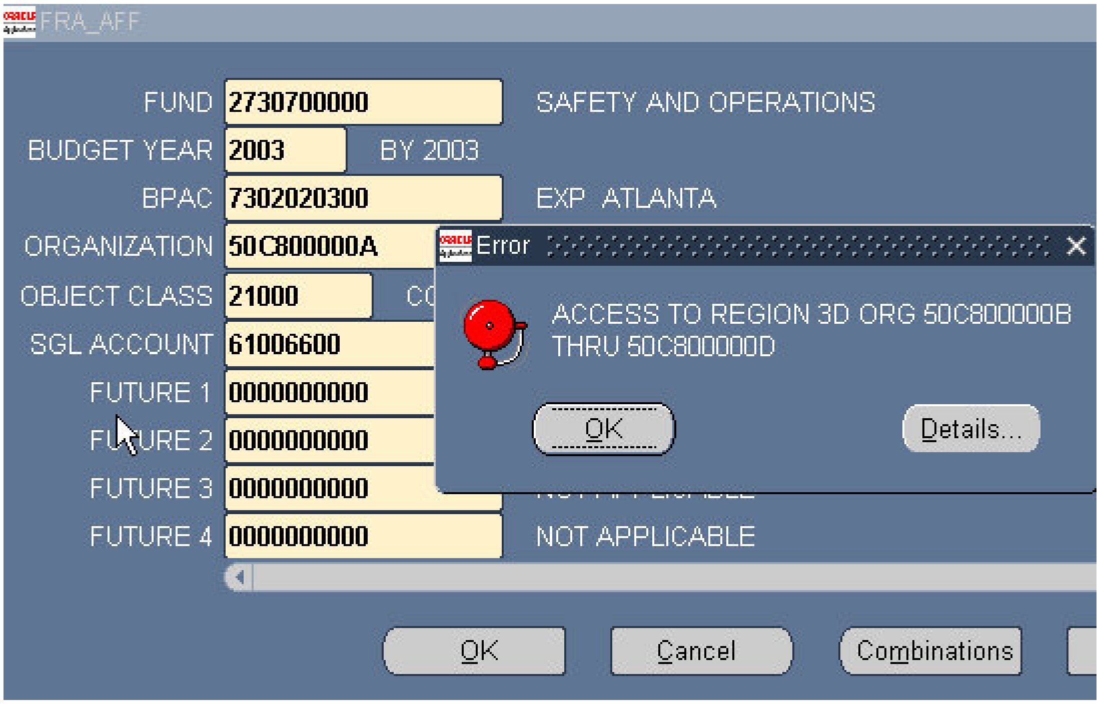
1. Sign on using the responsibility of FRA GL Funds Manager - Region 3.

2. Test your Security Rules by entering a journal entry adjustment using:
   - FRAREG3 _ _ _, your initials as the journal name.
   - Use the Alias Name: Region 3 - Memphis TN
   - Attempt to Enter Org value: 50C800000A

   Compare your screen with the following screen.



Note: See error message upon attempt to enter Org 50C800000A



Defining Shorthand Aliases

To define shorthand aliases:

1. Navigate to the Shorthand Aliases window.

2. Select the name and structure of the key flexfield for which you want to define shorthand aliases.

3. Enter an alias, which serves as a "name" for a combination or partial combination. A shorthand alias can be any combination of characters.

4. In the Template field, enter either an entire flexfield combination or the pattern of segment values that your alias represents.

   - Your flexfield validates each segment value you enter but does not check whether the combination is a valid combination (if you enter an entire combination).

   - If you want to enter a value for a segment that depends on another segment, you must first enter a value into the corresponding independent segment.

5. Enter an alias description. This field is required.

6. If you want to have the alias effective for a limited time, you can enter a start date and/or an end date for the alias. The alias is valid for the time including the From and To dates.

7. Save your changes.

Important Notes

- For example, if the flexfield consists of six segments, you can define a shorthand alias to represent a partial combination where four of the six segments contain valid values for those segments. The other two segments remain blank. When you enter this alias at the shorthand window prompt, you only need to enter values for two segments manually, and shorthand flexfield entry enters the other four for you automatically. Or, you can define an alias to represent a valid flexfield combination, where all six segments contain valid values and meet any appropriate flexfield cross-validation rules. For this shorthand alias, you would not have to enter any segment values manually.

- For each key flexfield structure, you can define as many shorthand aliases as you need. If you make changes to your shorthand aliases, your changes take effect immediately for both you and other users.

- If Shorthand Flexfield Entry is enabled and the Flexfields: Shorthand Entry profile option is set to an appropriate value, the shorthand window allows you to enter an alias before the flexfield window opens. The combination or partial combination you defined for your alias is entered into your flexfield window.

Validation of Alias Values:

What happens if segment values used in a shorthand alias changed since last use:

- You cannot enter invalid values into a single segment of a shorthand alias.
  - The Shorthand Aliases window does not identify invalid combinations of segment values in an alias.

- If you define aliases that contain values that become invalid later, your flexfield detects these invalid values at the time you use your alias in your flexfield window.
  - Your flexfield then does not allow you to enter the invalid values.

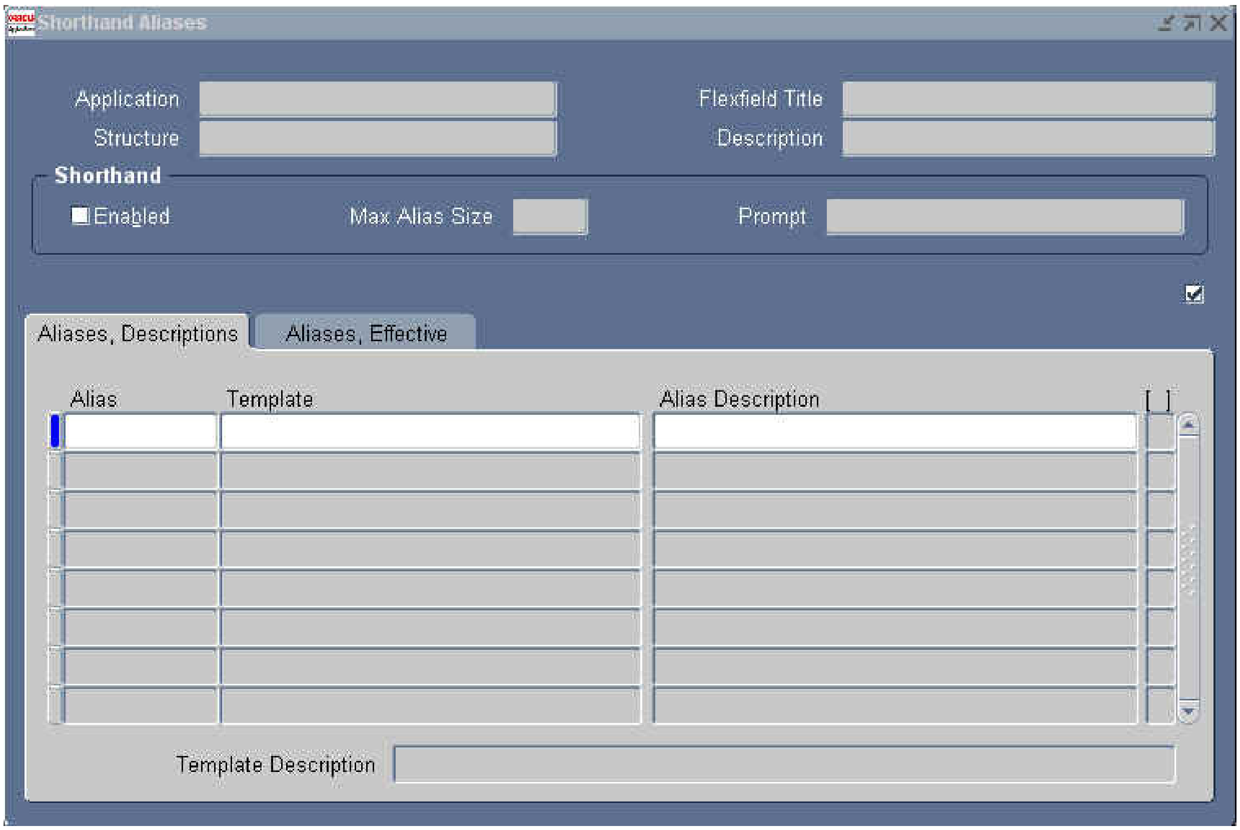
- Your flexfield also checks your alias against your security and cross-validation rules when you use your alias to enter data in your flexfield window.

- Note that if the alias contains a value that you are restricted from using (by flexfield value security), that value disappears immediately and you must enter a different value in that segment.

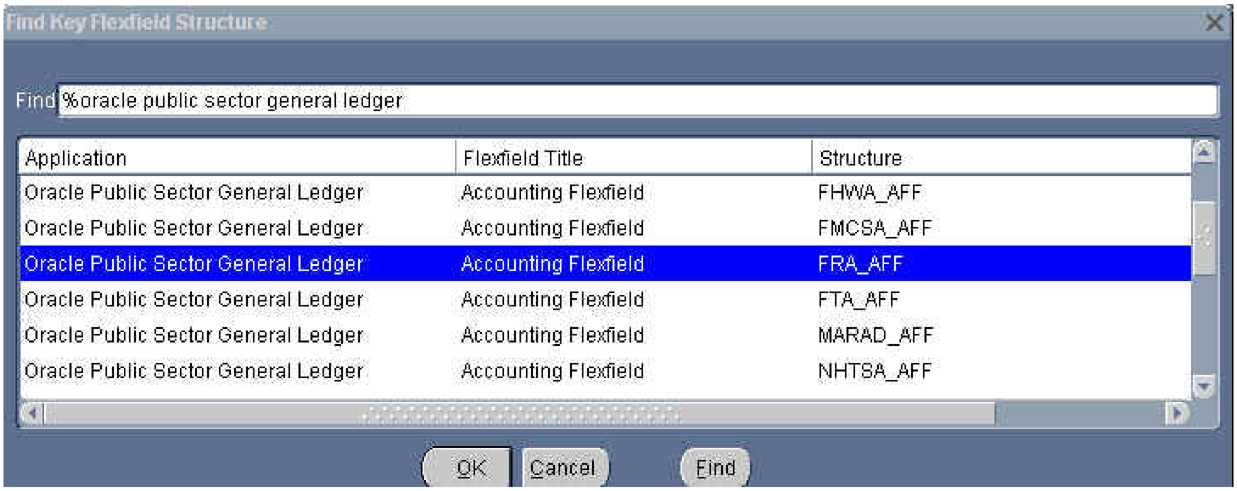
- After you enter an alias that represents a complete flexfield combination, the flexfield validates your combination using the criteria you define in the Cross-Validation Rules window.

Defining Shorthand Aliases

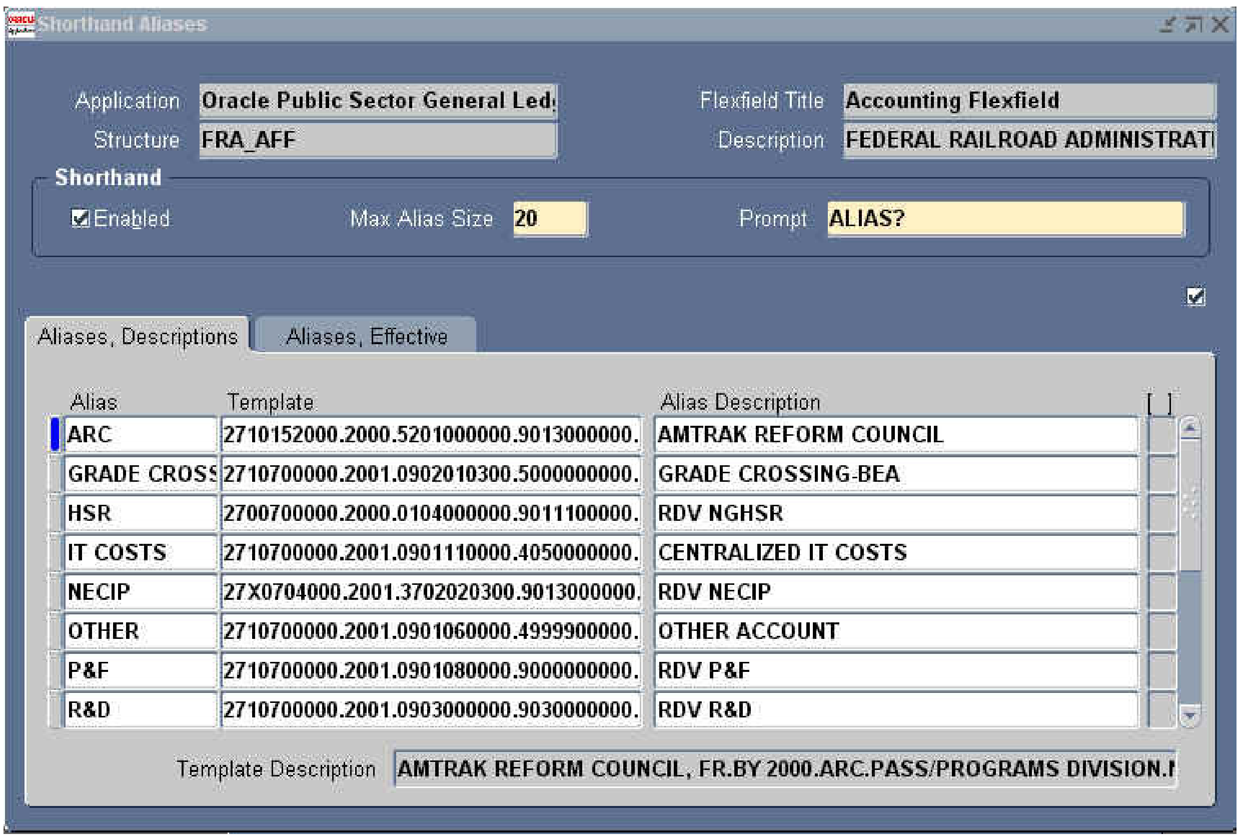
Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Aliases
Shorthand Aliases



1. Select (M) View: Find to open the Find Key Flexfield Structure window.



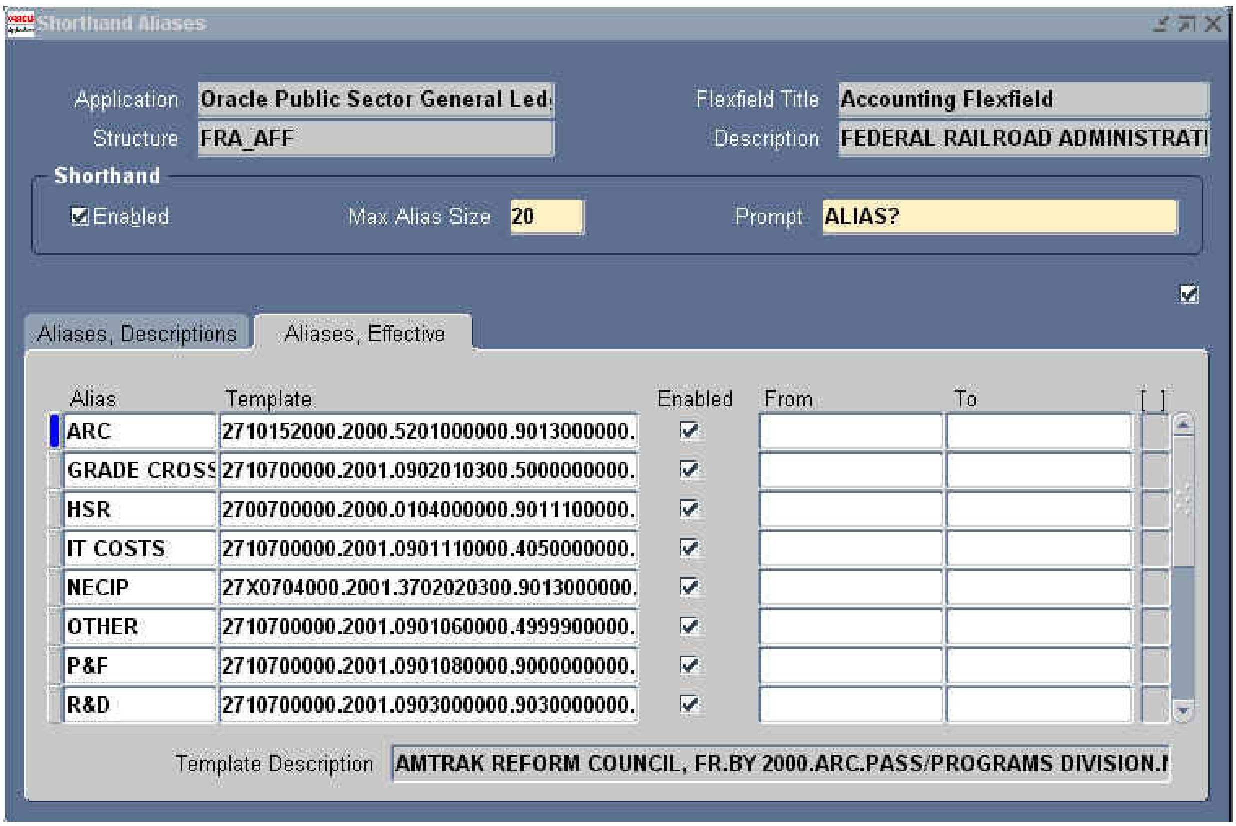
2. Select the Accounting Flexfield Structure and (B) OK. The Shorthand Aliases screen will reappear.



3. Select the Aliases, Description Tab and enter information based on the grid below.

SHORTHAND ALIASES		
Field Name	**Comments**	**Required?**
Application	Oracle Public Sector General Ledger.	Display Only
Structure	Unique name, example FRA_AFF.	Display Only

Flexfield Title	Accounting Flexfield.	Display Only
Description	Description of Unique name used in the Structure Field.	Display Only
Shorthand Area		
Enabled	Enabled Checked.	Yes
Max Alias Size	20 Characters	Yes
Prompt	Alias?	Yes
Aliases, Descriptive TAB		
Alias	Unique name, example APPROP-DIR.	Yes
Template	Accounting Flexfield String that is assigned to the unique alias.	Yes
Alias Description	Description of Alias	Yes
Descriptive Flexfield	This field is not required.	Display Only



4. Select the Aliases, Effective Tab and using the grid below enter the information.

SHORTHAND ALIASES		
Aliases, Effective TAB		
Alias	Unique name, example APPROP-DIR	Yes
Template	Accounting Flexfield String that is assigned to the unique alias.	Yes
Enabled	Checked, this allows the alias to be utilized.	Yes
From	Enter a beginning date in this field to disable an alias.	No
To	Enter an ending date in this field to disable an alias.	No

Template Description	This is a display field.	Display Only

Lab 1: Setting Up Shorthand Aliases

Define Shorthand Aliases

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Aliases
Shorthand Aliases

1. Define a Shorthand Alias as follows:
   - **Alias:** RGN-3D-50C80 _ _ _, your initials
   - **Template:**
     - **Fund:** 271070000D
     - **Budget Year:** 2001
     - **BPAC:** 7202020300
     - **ORG:** 50C800000B
     - **Object Class:** 21000
     - **SGL Account:** 61003600
   - **Alias Description:** REGION3D-MEMPHIS TN

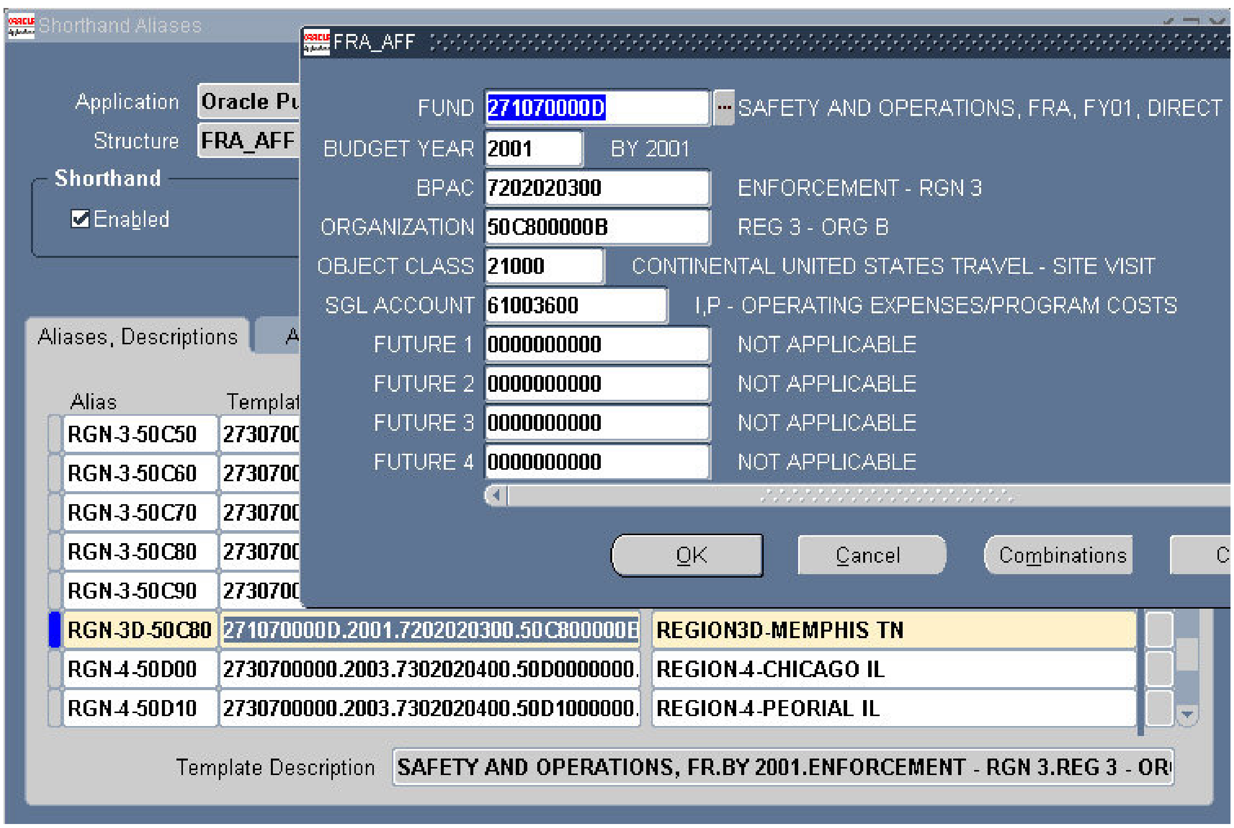
2. Enter a journal entry to test your Shorthand Alias that was just created.

Lab 1 Solutions: Setting Up Shorthand Aliases

Oracle Public Sector General Ledger
N → Setup → Financials → Flexfields → Key → Aliases
Shorthand Aliases

1. Define a Shorthand Alias as follows:
   - **Alias:** RGN-3D-50C80 _ _ _, your initials
   - **Template:**
     - **Fund:** 271070000D
     - **Budget Year:** 2001
     - **BPAC:** 7202020300
     - **ORG:** 50C800000B
     - **Object Class:** 21000
     - **SGL Account:** 61003600
   - **Alias Description:** REGION3D-MEMPHIS TN

2. Compare your screen with the following screen.



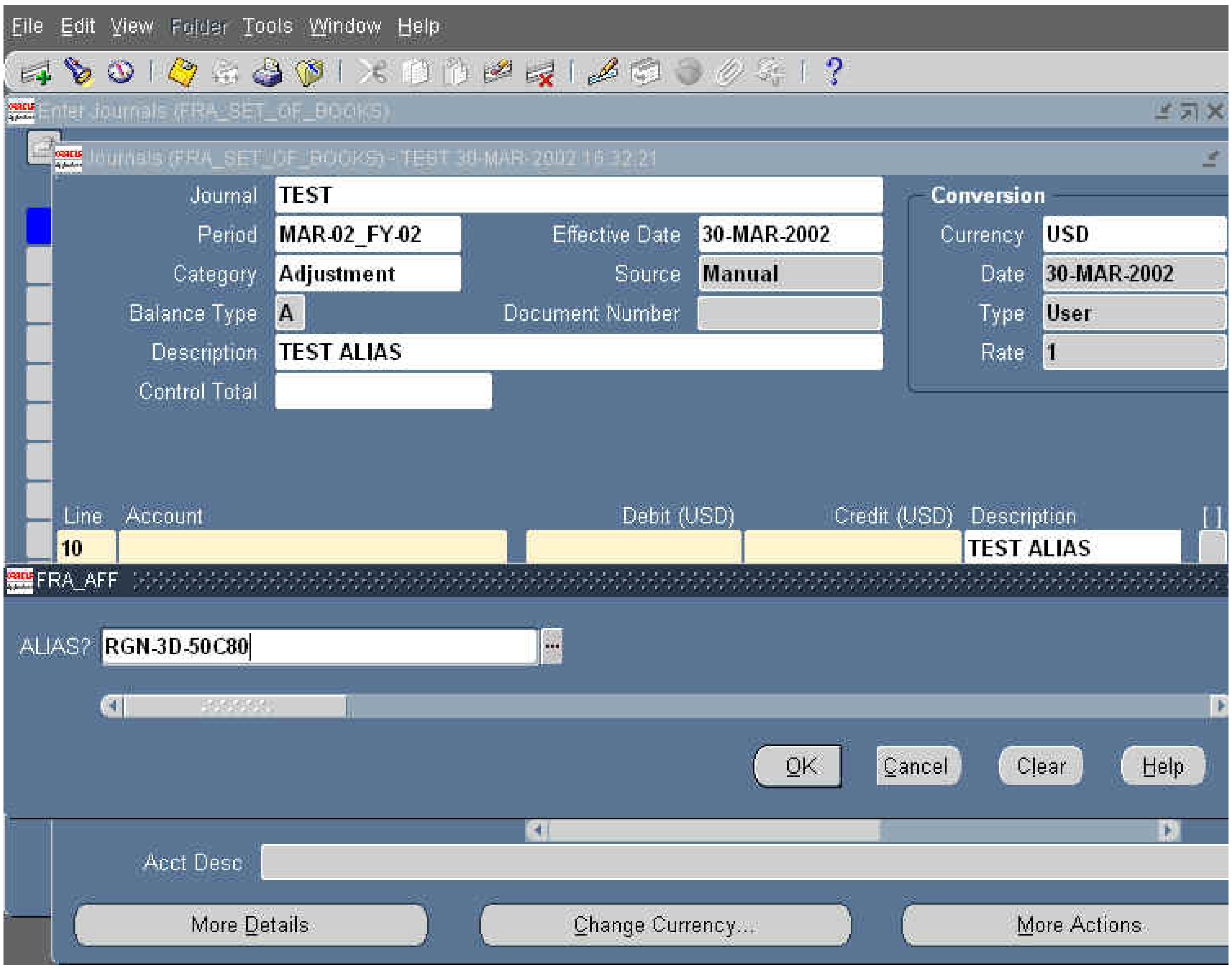
3. Save your alias.

Lab 1 Solutions: Setting Up Shorthand Aliases

4. Test your Shorthand Alias by entering a journal entry.

   Alias: RGN-3D-50C80

5. Compare your screen with the following screen.



6. Select (B) OK.

7. Select on (I) LOV to view the entire alias.

Lab 1 Solutions: Setting Up Shorthand Aliases

8. Compare with the screen below.